

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV39455
Job Class Code:	570	Salary Schedule:	ANONREG
EEO Category:	08	Grade:	S9
Workers Comp Code:	5506		

Job Code Established:	01/11/86	Effective Date:	
Job Code Revised:	09/23/88	Effective Date:	
Job Code Revised	01/24/07	Effective Date:	01/24/07

JOB CODE SERIES: Highway Sign Fabricator Series

JOB CODE TITLE: HIGHWAY SIGN FABRICATION SHOP SUPERVISOR

HRIS TITLE: HWY SIGN FABRICATION SHOP SPV

WORK DESCRIPTION: Supervises the agency's sign fabrication operation and assigned staff; reviews, plans, schedules, prioritizes and implements projects; evaluates and recommends materials used in fabricating processes; orders materials; oversees storing and inventorying; oversees distribution of signing devices; performs inspections of devices to determine durability.

WORK ACTIVITIES: devises a schedule of work for subordinates on a daily or weekly basis within a work unit. Inspects work areas in order to perceive or detect problems or other factors affecting program or work schedule. Determines materials and supplies required to fill routine/extraordinary needs of work unit; reviews need and availability of materials; compares alternatives and calculates costs and supply time frames and priorities. Resolves problems and questions presented by subordinate workers regarding work methods and processes. Inspects job sites to detect and note potential hazards and safety violations; cautions and instructs workers. Supervises, instructs and counsels subordinate workers who are semi-skilled/skilled in carrying out tasks requiring considerable judgment or detailed work processes. Within prescribed federal/state highway materials specifications, develops procedures for testing new sign fabrication/pavement marking materials; gathers samples and inspects signs/marketing materials to determine durability and use ability; meets/confers with governmental/industry representatives to discuss/resolve problems. Attends supervisory or work system management staff meetings; gives and receives information, participates in problem-solving and decision-making. Attends work unit staff meetings as chairperson; directs discussion, explains, listens, guides problem-solving processes, resolves conflicts, participates and leads in decision-making. Reviews, monitors and controls amounts expended from the budget to assure that expenditures do not exceed funds available; reports problems to superior. Participates in planning for next budget period by compiling past expenditure figures, estimating future costs and making recommendations of new budget figures. As first-line supervisor, interviews and recommends applicants for hire; reviews/evaluates/prepares evaluations and recommends disciplinary action for infractions of policy rules or regulations. Reviews and assesses requisitions for stock; reviews and assesses stock in short supply for reorders, approves or adjusts, and routes orders for supplies. Performs related work as required.

WORK CONDITIONS: Some travel; work environment has toxic fumes from paint, sawdust, glue, silk screening processes, etc.

SUPERVISION: Works under general supervision of the Transportation Maintenance Engineer.

WORK RESULTS/PRODUCTS: All highway signs and traffic control devices fabricated per specifications; functioning work force; reports prepared and submitted; materials tested, inspections made and recommendations submitted; devices distributed to field units.

RESPONSIBILITY: For the timely, efficient and economical fabrication of all signing devices; reviewing and controlling all expenditures from budget; assuring all safety practices are complied with; effective testing of signing materials.

AUTHORITY: To order signing/markings materials for fabrication operation and use by all districts; plan and implement work per the Highway Maintenance Management Program; interview, hire and recommend other personnel actions; recommend vendors of supplies.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Federal, State and agency laws, rules and regulations governing fabrication of highway signing and traffic control devices; managerial practices and supervisory techniques; carpentry, painting, layout/design and fabrication practices and methods; methods and techniques of powered/non-powered equipment and tools used in fabrication; practices and procedures of safety rules and preventive maintenance of equipment and tools; procedures for testing materials to determine compliance with governing specifications.

Skill in: applying and interpreting Federal, State and agency laws, rules and regulations governing fabrication of signs and traffic control devices; applying methods of management and supervision; using powered/non-powered equipment and tools in fabrication processes; applying and interpreting safety rules and practices and performing preventive maintenance of equipment and tools; arranging and conducting tests of materials and signing devices; oral and written communication; interpersonal relationships.

SPECIAL SELECTION FACTORS: An Arizona class 4 chauffeur's license is required.