

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Occ. Code 7202180

Maintenance Assistant (Sign Fabrication), Grade 9

Brief Description of Class

A Maintenance Assistant (Sign Fabrication) performs semiskilled activities in the repair and production of signs of metal, wood and other materials used for regulating, directing and guiding highway traffic, and for education and information purposes.

Distinguishing Characteristics

A Maintenance Assistant (Sign Fabrication) performs a variety of routine and repetitive tasks involving the use of hand, machine and power tools, spray painting equipment and paint brushes in fabricating, painting and repairing standard signs. The tasks are typically specified by guidelines and standards and are usually performed under the direct supervision of a skilled craftsman. Highway signs are constructed according to specifications promulgated by the Federal Government's Manual of Uniform Traffic Control Devices.

Incumbents in learning and perfecting their skills may perform journey-level activities under supervision or after having received detailed instructions. Maintenance Assistants (Sign Fabrication) may lead helpers, laborers and other unskilled employees in performing manual tasks involving elementary skills. All positions are in the non-competitive jurisdictional class.

Related Classes

Trades Specialist (Sign Fabrication) is distinguished from Maintenance Assistant (Sign Fabrication) by the responsibility for performing skilled sign painting work using a variety of processes and materials. Illustrative tasks performed by Trades Specialists (Sign Fabrication) include the planning, designing and hand lettering of all types, sizes and patterns of signs; planning, cutting and running silk screen reproduction; sketching and laying out reflectorized signs, and designing of special signs particularly those requiring an artistic effect. A Trades Specialist (Sign Fabrication) frequently supervises Maintenance Assistants (Sign Fabrication) and other employees who assist in the production and repair of signs; estimate material needs; and order and maintain supplies and equipment for the sign shop.

Illustrative Tasks

As directed, performs a variety of tasks, which may vary by organization, in the fabrication, painting and maintenance of signs, including but not limited to the following:

- Sets up and operates such mechanized equipment as power metal shears, punch press, drill press and band saw to produce blanks and other structured components of signs according to specifications and instructions.
- Working from oral or written instructions, hand letters signs using brushes and paint colors as specified.
- Assembles signs.
- Mixes and thins paints following standard formulas to achieve desired colors and consistency.
- Sprays surfaces of signs with protective and decorative materials such as paints, enamel or lacquer, using a spray gun.
- Assists in such tasks as cutting and applying reflective paper to signs, and cuts silk screens according to plans and specifications.
- Removes paint from damaged signs using high pressure steam and/or chemicals.
- Cleans paint brushes and spray paint equipment with soap and water, turpentine or other solvents.
- May assist in the erection of signs.

Independence of Operation

Maintenance Assistants (Sign Fabrication) are usually supervised by skilled craft positions such as a Trades Specialist (Sign Fabrication) or a Trades Supervisor (Sign Fabrication). Work priorities and the nature and extent of the work to be performed is usually laid out by the supervisor who provides specific instructions, materials and supplies and assists in the more difficult tasks. The work of the Maintenance Assistant (Sign Fabrication) is reviewed for adherence to instructions and standards, and for technical competence and quality.

Communication

Maintenance Assistants (Sign Fabrication) have a working relationship with their supervisor and occasionally meet with individuals or groups within a program area for whom signs are being prepared. As assigned, incumbents supervise small work crews characterized by frequent oral communications in assigning work and providing instructions. Written and oral communications with others are not typical of this class.

Supervision Exercised

As assigned, a Maintenance Assistant (Sign Fabrication) supervises a small crew of unskilled workers by making assignments, giving instructions and providing assistance as required.

Minimum Qualifications

Non-competitive: one year of experience in the production and repair of metal and wood signs.

When required to operate motor vehicles, candidates must possess a valid New York State driver's license appropriate for the type of vehicle to be operated.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

9/2020

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