

**New York State Department of Civil Service**  
Division of Classification & Compensation

Classification Standard

***Occ. Code 7120250***

**Trades Supervisor (Sign Fabrication), Grade 14**

Brief Description of Class

Trades Supervisors (Sign Fabrication) supervise a subordinate staff of skilled, semiskilled and unskilled positions performing tasks related to the repair and production of signs used for regulating, directing and guiding highway traffic, and for education and information purposes.

Distinguishing Characteristics

A Trades Supervisor (Sign Fabrication) is a working supervisor of skilled journey-level sign fabricators and semiskilled and unskilled positions in the sign fabrication trade, and occasionally other related trades. Incumbents assign staff to a project, plan and lay out work, provide instruction and assistance, and inspect work. All positions are in the non-competitive jurisdictional class.

In State facilities in which the volume of work in any single trade is insufficient to warrant a specialized supervising trade position, a Maintenance Supervisor 1 supervises positions in various trades at the skilled, semiskilled and unskilled levels.

Related Classes

Employees engaged in supervising other building and maintenance trades positions performing specialized activities are classified under a variety of titles such as Trades Supervisor (Electrician), Trades Supervisor (Carpenter) and Trades Supervisor (Mason & Plasterer).

Illustrative Tasks

A Trades Supervisor (Sign Fabrication) performs the activities and tasks listed in the Classification Standard for Trades Specialist (Sign Fabrication), Occ. Code 7120185.

In addition, a Trades Supervisor (Sign Fabrication) supervises a subordinate staff of skilled, semiskilled and unskilled positions performing tasks related to the repair and

production of signs used for regulating, directing and guiding highway traffic, and for education and information purposes.

- Assigns and reassigns staff as necessary to meet established production schedules.
- Inspects and approves completed work.
- Instructs subordinates in methods of work.
- Recommends changes in procedures and equipment.
- Designs or supervises the design of new or special signs.
- Supervises the packing and shipping of completed signs.
- May personally perform the more difficult sign work.

#### Minimum Qualifications

Non-competitive: one year of experience in the large-scale production of signs and must either be a journey-level sign painter or must have four additional years of experience in the large-scale production of 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.

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