

TENTATIVE

Occ. Code 7120185

TRADES SPECIALIST (SIGN FABRICATION), GRADE 12

New York State Department of Civil Service

Classification Standard

BRIEF DESCRIPTION OF CLASS

Trades Specialists (Sign Fabrication) perform skilled sign painting activities and frequently supervise others in the production and repair of signs of metal, wood, and other materials used for a variety of purposes including regulating, directing and guiding highway traffic and for education and information purposes.

DISTINGUISHING CHARACTERISTICS

Trades Specialists (Sign Fabrication) are characterized by the full-time responsibility for all stages of the production and repair of signs using a variety of processes, equipment and materials. Incumbents design, lay out and paint letters and designs to make signs according to rough sketches, standards and oral and written instructions. Highway signs are constructed according to specifications promulgated by the Federal Government's Manual of Uniform Traffic Control Devices. All positions are in the non-competitive jurisdictional class.

Trades Specialists (Sign Fabrication) frequently supervise the activities of Maintenance Assistants (Sign Fabrication) and other employees who assist in the production and repair of signs; estimate material needs; maintain supplies and equipment, standard work records for the sign shop.

RELATED CLASSES

Maintenance Assistants (Sign Fabrication) perform 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.

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.

ILLUSTRATIVE DUTIES

A Trades Specialist (Sign Fabrication) performs the tasks and activities of a Maintenance Assistant (Sign Fabrication).

In addition, Trades Specialists (Sign Fabrication) perform a variety of skilled tasks in the production and repair of signs including but not limited to the following:

- Prepares sketches of signs indicating the layout and lettering design.
- If signs are to be silk screened, lays out the design on stencil film, fabricates silk screens, cuts screen stencils by hand and paints signs according to accepted silk screen practice and procedures.
- Sketches, lays out, and produces reflectorized signs using reflective coated materials.
- Designs and hand letters posters and cards used in exhibit work with emphasis on artistic layout.
- Applies gold and silver leaf to signs.
- Designs and hands letter special signs, particularly those requiring an artistic effect.
- Estimates material needs for the production and repair of signs and orders and maintains supplies and equipment for the sign shop.
- Maintains standard records of materials used and work produced.

INDEPENDENCE OF OPERATION

Trades Specialists (Sign Fabrication) are supervised by Trades Supervisors (Sign Fabrication) or facility administrators who assign work, set work priorities and provide occasional guidance and assistance in performing the work. Although the work of a Trades Specialist (Sign Fabrication) may be reviewed periodically by the supervisor, incumbents are expected to work with considerable independence as is typical of a journey level tradesperson.

COMMUNICATION

Trades Specialists (Sign Fabrication) have a working relationship with their supervisors and meet with individuals or groups within the program area for whom signs are being prepared. Incumbents frequently supervise sign shop employees characterized by frequent oral communications in assigning work and providing instructions and assistance. Written and oral communications with others are not typical of this class.

SUPERVISION EXERCISED

A Trades Specialist (Sign Fabrication) frequently supervises other craft positions and subordinate employees in making assignments, giving instructions,

providing materials and technical assistance and observing and inspecting work performed to ensure that instructions have been followed and that the quality of the work is satisfactory.

MINIMUM QUALIFICATIONS

Non-competitive: four years of full-time experience under a skilled journey level sign fabricator which would provide training equivalent to that given in an apprenticeship program. Apprentice training in the design, lettering and making of signs or training gained by the completion of technical courses in painting and sign painting at a school, institute or a branch of the Armed Services may be substituted on a year-for-year basis.

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.