



Sign Shop Attendant

Public Works

JOB SUMMARY

Prepares and installs street signs in compliance with the Manual of Uniform Traffic Control Devices standards.

MAJOR DUTIES

- Produces signs for city streets and facilities; prepares sign surfaces for the application of text and graphics.
- Ensures sign compliance with Manual of Uniform Traffic Control Devices (MUTCD) standards.
- Installs signs on city streets, on city property and in city buildings.
- Installs thermoplastic stop bars, turn arrows, double yellow lines, and white lane lines.
- Paints curbs.
- Sets up barricades and cones for road closure, detours, parades, and other projects and events.
- Stripes driveways, streets, parking lots, crosswalks and helicopter pads.
- Orders and installs special signage.
- Inspects existing signs to determine repair and replacement needs.
- Installs and monitors traffic counters.
- Transports and supervises the work of inmate laborers.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of sign construction, installation, maintenance, and repair procedures and methods.
- Knowledge of MUTCD requirements.
- Knowledge of Georgia Department of Transportation (GDOT) standards.
- Skill in prioritizing and organizing work.
- Skill in the use of traffic counting equipment.
- Skill in the construction of traffic and informational signs.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Sign Shop Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include MUTCD standards, GDOT standards, and city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Heavy traffic and inclement weather contributes to the complexity of the position.
- The purpose of this position is to assist in the operations of the sign shop, including the manufacture, installation, and repair of street and informational signs. Success in this position contributes to the safety of city streets.

CONTACTS

- Contacts are typically with co-workers, other city employees, contractors, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing, walking, bending, crouching or stooping. The employee frequently lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office, stockroom, sign shop and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position supervises assigned inmate laborers.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.