

Class Title: Traffic Sign Fabricator

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Fabricates and installs signs and traffic control devices for the orderly and predictable movement of traffic. Maintains inventory and inspects the quality of materials received. Works with the emergency storm response team.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Designs and manufactures traffic signs by determining uniformity in designs, shapes, colors, dimension, legends, and illumination, assembling silk screening boards, and ensuring compliance with specifications.
2	L	Maintains inventory by stocking signs and other supplies, keeping a daily production report of signs fabricated or repaired, and reviewing and checking quality and quantity of material received.

CSC Adopted: October 2001 , CSC Revised: _____

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	One year experience in sign manufacturing.
Certifications and Other Requirements	Valid CDL Driver's License
Reading	Work requires the ability to read traffic manuals and work orders.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

CSC Adopted: October 2001 , CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	During sign production process
Sitting	O	At computer and desk work
Walking	C	For numerous tasks
Lifting	F	Bringing materials in and out of shop for manufacturing
Carrying	F	Carrying materials to different locations in the shop
Pushing/Pulling	O	Carts loaded with material
Reaching	F	Across machines in order to manufacture signs
Handling	C	Supplies and different sizes of aluminum
Fine Dexterity	C	All tasks
Kneeling	R	On large signs to be laid over large areas
Crouching	R	Over work table
Crawling	N	
Bending	O	Picking up signs and materials
Twisting	N	
Climbing	R	Climbing ladder in warehouse to reach materials
Balancing	R	On ladder
Vision	C	Measuring distance in sign manufacturing
Hearing	C	Receiving oral instructions for sign fabrication
Talking	C	To be able to understand instructions
Foot Controls	C	Cutting aluminum with manual aluminum cutter
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Heat activated machines, pressure sensitive rollers, silkscreen vacuum table, polycon table, sign manufacturing software with plotting machine printer, etc.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	----------------------------	-----------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	D	Office Environment	--
Chemical Hazards	M	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	N	Noise and Vibration	D	Shop	X
Fire Hazards	M	Fumes and Odors	W	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	--
Physical Danger or Abuse	N				
Other (see 1 below)	N				

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety shoes, goggles, safety vest

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)