NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Sign Supervisor 1	CODE: 53414C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general direction from sign supervisor 2, coordinates & directs functions of sign fabrication & production & provides direct supervision to lower-level staff;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	82-88	Coordinates & directs functions of sign production (e.g., sheet metal, silk screen, finishing, layout & carpentry), receives, reviews & assigns shop orders, makes recommendations on material & supplies & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., sign workers &/or sign metal workers); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) management/supervision, (2) employee training & development, (3) sign fabrication & production, (4) industrial safety practices, (5) inventory control; skill in (6) operation of sign fabrication & production equipment; ability to (7) deal with many variables & determines specific action, (8) calculate fractions, decimals & percentages, (9) read simple sentences with common vocabulary, (10) check pairs of items that are similar or dissimilar, (11) establish friendly atmosphere as supervisor of work unit.
2	3-9	Inspects finished work for quality control & compliance with standards manual & tests material to determine conformance with specifications as necessary.	Knowledge of 1, 2, 3, 5; skill in 6; ability to 7, 8, 9, 10, (12) cooperate with co-workers.
3	6-12	Answers telephone inquiries from districts or other agencies; meets with salespersons on new materials & sign production methods; conducts tours of sign shop.	Knowledge of (13) public relations*; skill in 6; ability to 7, 8, 9, 10.

(514) 123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: Exposed to dust, dirt, fumes, noise.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 600 hrs. training in sign fabrication & production (or 6 mos. exp.); 600 hrs. training in operation of sign fabrication & production equipment (or 6 mos. exp.); 1 course in management/supervision (or 1 mo. exp.); 1 course in employee training & development (or 1 mo. exp.); 1 course in industrial safety practices (or 1 mo. exp.); 1 course in inventory control (or 1 mo. exp.); or equivalent.