

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Sign Fabrication

SERIES NO.:

5341

MAJOR AGENCIES:

Transportation, Ohio Exposition Commission

EFFECTIVE DATE:

04/02/2006

SERIES PURPOSE:

The purpose of the sign fabrication occupation is to produce signs for Ohio highway system to guide, control & inform motoring public.

At the lower level, incumbents produce sign blanks, participate in sign fabrication & silk screening & perform precision work in sign production according to specifications.

At the higher levels, incumbents supervise personnel in assigned section of sign shop or plan & direct operations of sign shop facility.

CLASS TITLE

Sign Fabrication Technician

CLASS NUMBER

53411

PAY RANGE

08

EFFECTIVE

06/20/1999

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of sheet metal work & silk screening in order to participate in highway sign fabrication & silk screen process.

CLASS TITLE

Sign Fabrication Supervisor

CLASS NUMBER

53415

PAY RANGE

09

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The supervisory level class works under direction & requires considerable knowledge of sign fabrication & production in order to assist sign fabrication superintendent & to supervise sign fabrication technicians &/or other sign fabrication shop personnel in assigned section of sign fabrication shop (e.g., sheet metal; silk screen carpentry; finishing & shipping; layout & design) & assist sign fabrication superintendent in development & implementation of policies & procedures pertaining to operation of sign fabrication shop.

CLASS TITLE

Sign Fabrication Superintendent

CLASS NUMBER

53417

PAY RANGE

10

EFFECTIVE

04/02/2006

CLASS CONCEPT:

The managerial level class works under direction & requires considerable knowledge of sign fabrication & production in order to plan, organize & direct total operation of sign fabrication facility in Ohio Exposition Commission & supervise subordinate personnel or in Ohio Department of Transportation, plan, organize & direct operations of sign fabrication for roadway & roadway related signs & supervise subordinate personnel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Sign Fabrication Technician	53411	06	06/20/1999	08

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs all activities associated with fabrication, production & distribution of highway signs (e.g., produces sign blanks from aluminum, plywood or salvaged material; utilizes computer, scanner, plotter &/or freehand to cut out wording, logos or artwork to generate signs that comply with specifications & standards; performs reclamation activities, reflective sheeting application, assembly & fabrication of all extruded signs; performs all silk screen activities, layout activities & silk screen fabrication; reads blueprints, measures angles & makes special brackets, boxes & tanks from metal & plywood substrates; sorts, stacks, loads & unloads materials; lifts &/or transports sign blanks & other materials; performs all carpentry related activities; packs & distributes signs; delivers signs; stores completed signs & materials) in accordance with departmental standards, operates forklift & various equipment utilized in sign production process (e.g., shear machines, punch press, vacuum applicator & squeeze roll applicators, automatic & manual silkscreen equipment, direct photo imagery equipment such as vacuum frame & exposure lamp, manual & power screen stretchers, radial arm, band & table saws, planer, jointer, drill press, sign reclamation machinery & related hand tools & over head crane) & utilizes appropriate safety equipment (e.g., respirators; masks; gloves) in accordance with established safety practices & maintains quality control in all processes.

Verifies incoming & outgoing shipments against requisitions; operates tractor trailer to deliver completed signs to districts & for pick up of salvage material; receives & files sign shop mail, memorandums, sign orders & faxes; sorts & separates signs for salvage & determines usability of substrates; establishes order & priority of sign orders; develops & produces special projects (e.g., banners; binders; decals; furniture) received from assigned agency or other organizations &/or state agencies (e.g., State Highway Patrol; parking company; State Fire Inspector).

Performs miscellaneous related duties (e.g., maintains job records & shipping files; compiles records & provides production reports; maintains inventory control; monitors inventory levels in warehouse; orders sign making materials; picks up/collects signs upon completion of special events & repairs, cleans & stores for future use; performs routine maintenance of sign production equipment; maintains clean work area; answers phone to provide routine information); attends special events (i.e., held at Ohio Expo Center) & provides assistance to show promoters (e.g., unlocks buildings; sets up equipment to include table, chairs & podiums; contacts maintenance as needed (e.g., for loss of heat &/or lights); checks sound systems; picks up trash).

MAJOR WORKER CHARACTERISTICS:

Knowledge of industrial safety practices associated with sign fabrication & production; mathematics to include fractions, decimals & percentages. Skill in silk screen printing process* & sheet metal work; operation of silk screen equipment*, shearing punch press, plate press, radius machines, drills, rivet guns, vacuum & squeeze roll applications, vacuum frame & exposure lamp; computer*. Ability to apply principles to solve practical, everyday problems; read & understand blueprints; demonstrate dexterity to use hands skillfully; maintain accurate records.

(* Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication, division, decimals, fractions & percentages; 12 mos. trg. or 12 mos. exp. in sheet metal work & operation of related equipment; 6 mos. trg. or 6 mos. exp. in industrial safety practices; valid driver's license.

Note: valid commercial driver's license required if equipment is of type & size regulated by sections 4506.01 & 4506.02 of Ohio revised code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must gain proficiency in silk screening & operation of related equipment through on-job training within 1 yr. from hire.

UNUSUAL WORKING CONDITIONS:

Exposed to dirt, heat, dust, chemical & paint fumes & noise; works with sharp metals; works with heavy machinery, forklifts & overhead cranes.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Sign Fabrication Supervisor	53415	EX	01/09/2005	09

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists sign fabrication superintendent in development & implementation of policies, procedures & programs pertaining to operation of sign fabrication shop, supervises sign fabrication technicians &/or other sign fabrication shop personnel in assigned section of sign fabrication shop (e.g., sheet metal, silk screen carpentry, finishing & shipping, layout & design), trains employees in proper procedures & equipment operation used in sign production processes (e.g., shear machines; punch press; vacuum & squeeze roll applicators, automatic & manual silkscreen equipment, radial arm, band & table saws; planer; jointer; drill press; sign reclamation machinery) & directs photo imagery equipment (e.g., vacuum frame & exposure lamp; manual & power screen stretchers & related hand tools & over-head crane), & participates in interviews of job applicants.

Inspects finished work for quality control & compliance with standards manual to determine conformance with specifications; ensures use of proper materials (e.g., reflective sheeting; associated printing inks) to accommodate applicable sheeting manufacturer warranties.

Operates personal computer to prepare detailed records & reports (e.g., cost records, price schedules, inventory records, purchase requisitions, production reports); assists sign fabrication superintendent in planning & scheduling production of highway signs for districts & outside agencies.

Acts as liaison between sign shop, districts, Ohio Penal Industries, ODNR, ODPS & other agencies to coordinate ordering, fabrication, production & distribution of routine & special sign requests; reconciles & maintains sign material inventory; responds to telephone inquiries; meets with salespersons on new materials & sign production methods; conducts tours of sign shop.

MAJOR WORKER CHARACTERISTICS:

Knowledge of sign fabrication & production; industrial safety practices associated with sign fabrication & production; mathematics to include fractions, decimals & percentages; supervisory principles/techniques*; inventory control*; employee training & development*. Ability to define problems, collect data, establish facts & draw valid conclusions; read technical manuals & instructions; gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication, division, decimals, fractions & percentages; 15 mos. trg. or 15 mos. exp. in sign fabrication & production & use of related equipment; 15 mos. trg. or 15 mos. exp. in industrial safety practices associated with sign fabrication & production; 3 mos. trg. or 3 mos. exp. in inventory control.

-Or 12 mos. exp. as Sign Fabrication Technician, 53411.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to dirt, dust, fumes & noise.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Sign Fabrication Superintendent	53417	EX	04/02/2006	10

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans & organizes total operation of sign fabrication facility in Ohio Exposition Commission or plans, organizes & directs operations of sign fabrication for roadway & roadway related signs in Ohio Department of Transportation (e.g., implements & directs orders, procedures, rules, regulations, policies & programs for sign fabrication in layout & design, carpentry, sheet metal, silk screen & finishing/shipping; utilizes available training & development techniques to benefit production &/or employees; receives & reviews district sign work orders for compliance & accuracy using federal specifications & Ohio Manual Of Uniform Traffic Control; coordinates efforts of concerned sections for production of district orders & meets regularly with sign fabrication staff for continued accuracy in relation to production goals & to develop methods to improve day to day supervision; assigns staff to safety meetings to address specific safety standards & procedures, to aid in establishing new guidelines & procedures & to keep pace with current standards in relation to physical plant, employee concerns &/or material data information) & supervises subordinate personnel.

Directs preparation of cost records, price schedules, invoices, inventory records & purchase requisitions; prepares annual & semi-annual budgets; collects information from sign fabrication staff & prepares cost benefit analysis reports to determine feasibility of on-going & new products (e.g., sheeting, fiberglass, printing inks, plywood, aluminum); monitors requests for all expenditures to maintain compliance with budgeted levels & approves or disapproves purchases.

Coordinates production activities with districts, Ohio Penal Industries & other agencies; negotiates contracts; coordinates with private industry in developing new materials, techniques & improving efficiency & economy of sign production.

MAJOR WORKER CHARACTERISTICS:

Knowledge of sign fabrication & production; supervisory principles/techniques; employee training & development; management*; industrial safety practices associated with sign fabrication & production; inventory control; budgeting*. Ability to define problems, collect data, establish facts & draw valid conclusions; read technical manuals & instructions; gather, collate & classify information about data, people or things; establish & maintain good rapport with districts, other agencies &/or private industry.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 mos. trg. or 18 mos. exp. in sign fabrication & production & use of related equipment; 18 mos. trg. or 18 mos. exp. in industrial safety practices associated with sign fabrication & production; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques; 3 mos. trg. or 3 mos. exp. in employee training & development; 3 mos. trg. or 3 mos. exp. in inventory control.

-Or 6 mos. exp. as Sign Fabrication Supervisor, 53415.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to fumes & dust; may travel overnight.