



## City of North Charleston Vacancy Notice

**Position:** Sign Shop Foreman  
**Department:** Public Works  
**Pay Grade:** 8 \$34,893 - \$48,850

### GENERAL STATEMENT OF POSITION

Under occasional supervision, fabricates and installs street signs, instructional or directional signs, and other signs for City use. Provides training and leadership of assigned mechanics. Performs related work as required. Reports to the Assistant Traffic Signal / Electrical Superintendent(s). Designs, fabricates and installs City street signs, directional and/or instructional signs, and other signs to be used by the City. Repairs and/or replaces damaged signs. Transports and installs signs in proper locations. Coordinates the painting of parking lot, ensuring ADA compliance and street markings, ensuring compliance with the SC Manual on Uniform Traffic Control Devices (MUTCD). Cuts grass and weeds around sign locations as needed. Obtains quotes for and orders approved materials necessary for sign fabrication and maintenance. Provides instruction and supervision of assigned mechanics. Maintains assigned vehicles, equipment and tools. Receives and reviews work orders; prepares routine forms and records as required. Attends staff and safety meetings. Receives and responds to public inquiries, requests for assistance and complaints regarding areas of responsibility. Attends training, meetings, workshops, etc., as necessary to enhance job knowledge and skills. Prepares a variety of documents, including but not limited to work orders, requisitions, logs, inventory records, inspection records, and various other records and reports. Operates a vehicle, auger, weed eater, leaf blower, generator, thermoplastic striping equipment, paint striper machine; operates office equipment, including a calculator, copier, computer, printer, telephone, two-way radio, plotter, laminator, etc. Uses clerical and computer supplies, sign fabrication materials, paint, and various hand and power tools. Interacts and communicates with various groups and individuals such as the immediate supervisor, other department / division heads, other City personnel, subordinates, co-workers, contractors, vendors, various other government agencies, utility companies, law enforcement personnel, and the general public

### MINIMUM TRAINING AND EXPERIENCE

#### EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by two to three years of experience in graphics and sign fabrication, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Requires having or obtaining within one year of date of hire the following certifications from International Municipal Signal Association (IMSA): Work Zone Safety & Signs & Pavement Markings Level 1. Familiarity with the National MUTCD (2009 Edition), SC MUTCD (Rev. 1 & 2, 2012) and the Standard Highway Signs (2004 Edition with 2012 Supplement). Must possess a valid state driver's license and Class A CDL.

Posted: December 13, 2016

Deadline: Until Filled

Christine A. Ruth, PHR, IPMA-SCP, SHRM-SCP  
Director – Human Resources

CITY OF NORTH CHARLESTON, SOUTH CAROLINA  
JOB DESCRIPTION, OCTOBER 2016

JOB TITLE: SIGN SHOP FOREMAN  
PUBLIC WORKS DEPARTMENT

**GENERAL STATEMENT OF JOB**

Under occasional supervision, fabricates and installs street signs, instructional or directional signs, and other signs for City use. Provides training and leadership of assigned mechanics. Performs related work as required. Reports to the Assistant Traffic Signal / Electrical Superintendent(s).

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Designs, fabricates and installs City street signs, directional and/or instructional signs, and other signs to be used by the City.

Repairs and/or replaces damaged signs.

Transports and installs signs in proper locations.

Coordinates the painting of parking lot, ensuring ADA compliance and street markings, ensuring compliance with the SC Manual on Uniform Traffic Control Devices (MUTCD).

Cuts grass and weeds around sign locations as needed.

Obtains quotes for and orders approved materials necessary for sign fabrication and maintenance.

Provides instruction and supervision of assigned mechanics.

Maintains assigned vehicles, equipment and tools.

Receives and reviews work orders; prepares routine forms and records as required.

Attends staff and safety meetings.

Receives and responds to public inquiries, requests for assistance and complaints regarding areas of responsibility.

Attends training, meetings, workshops, etc., as necessary to enhance job knowledge and skills.

Prepares a variety of documents, including but not limited to work orders, requisitions, logs, inventory records, inspection records, and various other records and reports.

Refers to policy and procedure manuals, safety manual, equipment manuals, maps, codes, ordinances, regulations, supply catalogs, etc.

Operates a vehicle, auger, weed eater, leaf blower, generator, thermoplastic striping equipment, paint striper machine; operates office equipment, including a calculator, copier, computer, printer, telephone, two-way radio, plotter, laminator, etc.

Uses clerical and computer supplies, sign fabrication materials, paint, and various hand and power tools.

Interacts and communicates with various groups and individuals such as the immediate supervisor, other department / division heads, other City personnel, subordinates, co-workers, contractors, vendors, various other government agencies, utility companies, law enforcement personnel, and the general public.

### **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

### **ADDITIONAL JOB FUNCTIONS**

Maintains a clean and orderly sign shop.

Assists with disaster and storm clean-up and recovery activities.

Assists with special City events as required.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent supplemented by two to three years of experience in graphics and sign fabrication, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Requires having or obtaining within one year of date of hire the following certifications from International Municipal Signal Association (IMSA): Work Zone Safety & Signs & Pavement Markings Level 1. Familiarity with the National MUTCD (2009 Edition), SC MUTCD (Rev. 1 & 2, 2012) and the Standard Highway Signs (2004 Edition with 2012 Supplement). Must possess a valid state driver's license and Class A CDL.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of moderately heavy objects and

materials (up to 50 pounds) and occasionally heavier objects and materials (up to 80 pounds).

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor and giving instructions to assistants.

**Language Ability:** Requires ability to read a variety of policy and procedure manuals, equipment manuals, work orders, etc. Requires the ability to prepare simple reports, records, forms, etc., with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations. Requires the ability to learn and understand principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to teach workers. Must be able to communicate effectively and efficiently with co-workers and the public.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape; to design contrasting combinations of colors and forms; and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using specialized machinery; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of the methods, procedures and policies of the City and Public Works Department as they pertain to the performance of duties of the Sign Shop Foreman. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has knowledge of the

methods, materials, tools and equipment used in road sign fabrication, maintenance and installation. Is able to safely and skillfully operate trucks and equipment necessary for assigned tasks. Has knowledge of and skill in the use of computers and other graphics production equipment. Has knowledge of the occupational hazards and safety precautions of the industry; is able to work effectively despite occasional exposure to extreme weather and temperatures, wetness/humidity, machinery hazards, traffic hazards, dust, fumes, above-average noise, odors, smoke, vibrations, etc. Is able to provide instruction, leadership and limited supervision to assigned laborers. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the mathematical ability to handle required calculations. Is able to read and understand work orders, equipment manuals and other materials pertaining to the responsibilities of the job. Is able to prepare simple records with accuracy and in a timely manner. Has knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.