

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SIGN SHOP FOREMAN

POSITION CODE: 41000
Effective: 10-16-74

DISTINGUISHING FEATURES OF WORK:

Under general supervision, plans, directs and inspects work of unskilled and semiskilled sign shop and field staff in constructing, renovating and installing highway signs; exercises responsibility for maintenance and economical usage of materials, supplies, tools and equipment.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans and supervises the stripping, cleaning, painting, stenciling, buffing, reflectorizing and storing of highway signs; inspects finished work for desired quality; maintains daily record of work accomplished.
2. Supervises laying out of sign messages in stenciling machine operations; supervises and instructs silk screening of sign messages.
3. Supervises installation and removal of traffic signs along highways; supervises painting of pavement marking.
4. Supervises and participates in the preparation of paints for application; supervises the economical usage, care and safe storage of paints, oils, brushes and other materials, supplies and painting equipment; supervises housekeeping of sign shop.
5. Supervises maintenance, adjustment and minor repair to trucks and other highway maintenance equipment.
6. Requests materials and supplies as needed; makes emergency purchases; inspects received goods for proper quality and quantity; supervises and participates in inventory of materials, supplies and equipment.
7. Maintains daily time record of sign shop crew; examines daily time and truck records of field personnel.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

SIGN SHOP FOREMAN (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of high school.

Requires two years experience in the construction and maintenance of signs.

Knowledges, Skills and Abilities

Requires working knowledge of the tools, materials, methods and practices of the painting trade.

Requires working knowledge of the occupational hazards of the trade and proper measures to protect the health of employees.

Requires working knowledge of sign standards and policies.

Requires ability to plan and direct the work of subordinate employees.

Requires ability to keep time sheets, make work reports, keep a running inventory of raw materials received and used and records of work accomplished.

Requires ability to supervise the minor repair and adjustment of trucks and other highway traffic equipment.

Requires skill in the use of tools of the trade.