

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 6620

**TITLE:** SIGN SHOP SUPERVISOR

**GRADE:** S-21

**DEFINITION:**

Under direction, to supervise subordinates and/or participate in the fabrication, erection and maintenance of street name signs; and to do related work as required.

**ILLUSTRATIVE DUTIES:**

Supervises subordinates and/or participates in the process for producing street name and guide signs;

Assigns and maintains schedules on the erection and maintenance of street signs;

Investigates inquiries and complaints on signing;

Orders materials and supplies;

Assists engineers in layouts and work orders of signs needed, including choice of materials;

May discuss street sign uniformity with counterparts in neighboring jurisdictions;

Trains subordinates in methods, tools and procedures used in sign production, erection and maintenance;

Keeps activity reports and records.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of sign fabrication and painting methods, tools, equipment and material;

Knowledge of or ability to acquire a knowledge of regulations and standards governing the erection of street signs;

Ability to use and teach the use of a wide variety of hand and mechanical tools and equipment;

Ability to maintain records and prepare reports;

Ability to make estimates of materials and manpower;

Ability to maintain effective relationships with the public and fellow employees.

**EMPLOYMENT STANDARDS:**

Graduation from high school and three years of experience in street sign fabrication or closely related work, one year of which must have been demonstrated supervisory ability.