

Title: Sign Fabrication Specialist	Effective Date: June 17, 2023	Grade: X	Job Category: Skilled Craft
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CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for leading and coordinating a crew in the manufacturing of traffic signs.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Lead and perform the loading and unloading of materials from delivery trucks with a forklift or a pallet jack.
- Operate a 12" hydraulic shear machine to cut 60" X 144" aluminum blanks.
- Operate a 5-ton hydraulic punch machine.
- Load and operate a 48" squeeze roll applicator.
- Trim excess reflective sheeting from new signs.
- Coordinate and perform activities involving the painting of signs using silkscreen method.
- Layout, cut, and apply letters on signs.
- Record sign dimensions for inventory control.
- Lead and perform cleanup duties.
- Occasionally assist pavement marking crews and sign erection crews.
- Provide guidance and mentoring to lesser experienced members of the crew.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience in a sign manufacturing shop. Experience leading a crew. Experience in sign layout room with plotter/printer operation.

Knowledge, skills and abilities: Ability to read and write. Ability to train and mentor others.

Physical requirements: Ability to operate forklift and pallet jack. Ability to lift and carry objects up to 50 pounds with or without reasonable accommodation. Ability to use various types of hand tools.

Working conditions: Shop environment.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)