



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **SIGN MAINTENANCE PERSON**  
Jurisdictional Class: Non-Competitive  
Civil Division: County Highway Department  
Adoption: CSM  
Revised: CSM 5/13/86, 5/8/96, 9/12/07

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**DISTINGUISHING FEATURES OF THE CLASS:**

Performs a variety of tasks in the construction, repair, and installation of street and highway signs; does related work as required. This is semi-skilled work involving the responsibility for efficient and workmanlike performance in the manufacture, repair, and placement of street and highway signs. Work is performed under the general supervision of the higher level Highway Department employee permitting some leeway for planning the details of each assignment. Supervision may be exercised over the work of assigned employees.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Uses computer to maintain sign inventory and to create signs;  
Prepares metal blanks for the application of sign facings;  
Places preprinted faces on signs;  
Lays out letters and paints traffic control signs;  
Digs holes for posts for signs at predetermined locations;  
Keeps running inventory of paints and other materials used;  
Prepares surfaces by scraping, sanding, washing, applying paint and varnish remover and brushing iron surfaces with wire brush to remove rust and scales;  
Replaces and repairs damaged signs, poles, and brackets;  
Cleans and maintains equipment and supplies;  
Operates a motor vehicle in the performance of his duties;  
Operates the machine that bakes the sign blanks and faces to produce a sign or applies pressure sensitive material to a sign;  
Conducts surveys of signs;  
Removes objects that obstruct signs from being clearly visible;  
Monitors the performance of striping contractors and reports any problems to supervisors;  
Operates various types of equipment such as plows and sanders in snow and ice removal activities as required;  
Keeps and maintains records for work performed on signs so as to report activities and sign locations to supervisor;  
Erects signs at directed locations to ensure that placement is in accordance with MUTCD (Manual Uniform Traffic Control Devices).  
May operate various types of equipment such as but not limited to plows and sanders in snow removal and ice control activities as required;  
May operate a roller, flag traffic, or escort vehicles from site to site;  
Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of the common practices, tools, terminology, and accident precautions of the construction trades;  
Good knowledge of the operation, use and application of hand and power tools;  
Good knowledge of windows-based computer programs;  
Familiarity with the New York State Manual of Uniform Traffic Control Devices;  
Ability to work from scaffolds or ladders;  
Ability to follow oral and written instructions;  
Ability to use windows-based computer programs, including but not limited to Excel and Word;  
Ability to lay out work for self and others;  
Good color perception;  
Good motor and hand and eye coordination;  
Manual dexterity;  
Must be able to read technical manuals;  
Must be able to add, subtract, multiply, and divide;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school (or higher level) or possession of a high school equivalency diploma AND 6 months of experience in the use of computers and related software.

NOTE: 6 credit hours of computer science or information technology courses may be substituted for experience.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Possession of a Class B Commercial Driver's License (CDL)