

Title: <b>Sign Shop Supervisor</b>	Effective Date: June 24, 2017	Grade: XV	Job Category: Professional
Prior Title: <b>Sign Shop Supervisor</b>	Prior Effective Date: May 11, 2012	Grade: XIV	Page: 1 of 1

*CHARACTERISTICS OF WORK*

This position is accountable for overseeing the manufacture and distribution of all signs used by the Department to ensure they are properly constructed, efficiently produced, and properly charged and issued.

*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.

- Determine proper sign sizes and design to ensure conformance with the Standard Highway Sign Manual and the Manual on Uniform Traffic Control Devices.
- Supervise the ordering, receiving, and issuing of all materials used by the Sign Fabrication Shop.
- Knowledge of digital cutting machines, sign layout, sheeting application, aluminum shearing, and silk screen printing.
- Supervise the activities of subordinates.

*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Supervisory experience and a thorough knowledge of sign fabrication, manuals, procedures, and equipment.

*("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.)*

