

CLASS TITLE: **Foreman of Sign Shop**

CHARACTERISTICS OF THE CLASS: Under general supervision, supervises journey level sign painters engaged in the design, computer and hand layout, screen printing and hand lettering of traffic and municipal signs and banners; and performs related duties as required.

ESSENTIAL DUTIES: Studies requisitions and work orders to assess work required and to determine equipment and materials needed and plan work processes; prepares cost estimates of materials, equipment and manpower needed to complete sign painting jobs; plans, assigns and schedules sign painting jobs based on established priorities and the availability of resources; orders materials, equipment and supplies and coordinates their delivery to the sign shop; supervises work in progress including the fabricating, painting and lettering of signs, markers and banners to ensure efficiency, timeliness and adherence to safety procedures; inspects completed jobs for compliance with specifications and established quality standards; troubleshoots and assists in performing complex design and sign painting jobs; trains staff in work and safety procedures and evaluates their performance; approves employee time records; maintains work records and prepares project status reports.

RELATED DUTIES: Tests new sign painting equipment and supplies and makes recommendations for possible acquisition.

MINIMUM QUALIFICATIONS:

Training and Experience. Successful completion of a US Department of Labor registered sign painting apprenticeship training program and journeyman status supplemented by two years of progressively responsible journey level sign painting experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of the principles, work methods and techniques of the sign painting trade. Good knowledge of safety practices and procedures. Good knowledge of paint and finishing products and their characteristics. Some knowledge of supervisory methods and practices.

Ability to plan, assign and evaluate the work of staff. Ability and willingness to administer appropriate employee disciplinary action when necessary. Ability to prepare cost and productivity reports. Ability to troubleshoot difficult and complex design and sign painting

Code: 8267
Operation and Construction Service
Street, Water, Sewer and Disposal Group
Street Maintenance and Construction Series

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problems. Ability to establish and enforce work and safety procedures. Physical ability to use the tools and equipment of the trade.

Good skill in creating silk screens and stencils to reproduce designs or shapes. Good skill in computer and hand layout of signs and banners. Good skill in the use of tools and equipment of the sign painting trade. Good math skills. Good oral and written communication skills.

Physical Requirements. Ability to lift and carry tools and materials weighing up to 25 pounds occasionally.

Working Conditions. Unavoidable exposure to paint fumes.

Equipment. Standard tools and equipment of the trade including paint sprayers, brushes and heat and pressure sensitive applicators. Safety equipment. May use standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

November, 2004
City of Chicago
Department of Personnel