

**Career Service Authority**

***Signage Supervisor***

Revised Date

Revised By

FLSA Code

Est. Date

Ted Pacheco

Exempt

12/01/00

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***General Statement of Duties***

Performs first-line supervision over employees that are responsible for designing and fabricating signs in a full service graphics department.

***Job Responsibilities and Knowledge, Skill, and Ability Requirements***

1. Supervises trades workers and graphic artists in operating a full service sign shop.
  - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
2. Plans, schedules, coordinates and assigns work and establishes goals and priorities for subordinate employees.
  - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
3. Maintains the existing design standards of engineering, traffic codes or general trade practices for signs.
  - *Knowledge of general trade practices and traffic codes sufficient to be able to design and fabricate pedestrian and vehicular signage*
  - *Skill in applying existing guidelines or creating new approaches to a variety of unprecedented and problematic situations for a unit or project.*
4. Establishes new design standards and sign systems.
  - *Knowledge of general trade practices and traffic codes sufficient to be able to design and fabricate pedestrian and vehicular signage.*

5. Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides on going feedback regarding levels of performance and formally evaluates employees in relation to performance.
  - *Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.*
6. Allocates resources within the supervised function in accordance with work requirements and budget restraints.
  - *Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.*
7. Implements safety standards and develops procedures to ensure compliance.
  - *Knowledge of safety practices and precautions sufficient to be able to supervise, train and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.*
8. Develops and implements staff training development plans to provide cross training of employees, specific job related training and other approaches to provide opportunities for staff flexibility and development.
  - *Skill in applying the principles of staff development to provide staff training and cross training.*
9. Initiates and recommends disciplinary action for employees as necessary.
  - *Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action in handling grievances and discipline for subordinate staff.*
10. Performs other related duties as assigned or requested.

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*Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.*  
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## ***Job Requirements***

### **Level of Supervision**

Supervises two or more employees who do not supervise.

### **Guidance and Decision Making**

Guidelines are generally in the form of stated objectives for the unit, function or project. Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve objectives of the

unit or project. Employee is responsible for coordinating and supervising several tasks in which several phases may be in progress at once. Duties performed involve weighing and evaluating many factors requiring judgement, analytical ability, and problem solving. Work may be discussed with higher level supervisors and reviewed for soundness of judgement and feasibility of decisions.

**Interpersonal Communications**

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented.

**Physical Demands**

Standing: remaining on one's feet in an upright position.  
Balancing: maintaining body equilibrium to prevent falling over.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Repetitive motions: making frequent movements with a part of the body.

**Vision Requirements**

Far acuity: ability to see clearly at 20 feet or more.  
Near Acuity: ability to see clearly at 20 inches or less.  
Color Vision: ability to distinguish and identify different colors.

**Mental Demands**

Oral Comprehension  
Written Comprehension

**Working Conditions**

Exposed to odorous chemicals and specimens  
Pressure due to multiple calls and inquires  
Subject to many interruptions  
Subject to varying and unpredictable situations

**Minimum Education**

Graduation from high school or possession of a GED Certificate required.

**Minimum Experience**

Three years of experience designing and fabricating signs.

**Equivalency**

Additional appropriate education may be substituted for up to two years of the minimum experience requirement.

**Licensure and Certification**

Some positions may require possession of a valid Colorado Class "R" Driver's License at the time of application.  
Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.