

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 005226  
Grade 13**

**SIGN FABRICATOR I\***

**DEFINITION OF CLASS:**

This is journey level work involving a variety of graphic arts techniques to produce signs for exterior and inside use, e.g., reflective and non-reflective traffic signs, street name signs, and building and parking garage signs. Contacts generally are limited to shop employees providing and receiving instructions and information. This class of work may entail some public service/assistance, but it is incidental to the primary focus of the work performed. An employee in this class is responsible for independent design, layout and decoration of signs by executing freehand and mechanical lettering using state of the art production techniques such as silk screen printing, application of reflective sheeting, and lettering with machines.

Work involves a steady, delicate touch and close concentration using the full range of hand tools and equipment associated with the trade. Often little reference is made to written guidelines, for jobs frequently are received in the form of work orders that may provide only a text or sketch; however, blueprints or specifications, manuals for traffic signs, type alphabets or directive formats are applicable to most of the work. Completed work is periodically checked for overall adequacy, eye appeal and neatness. Work requires the continual movement of hands and arms, standing, reaching and bending, as well as lifting materials. Occasionally, some projects may require heavier effort in doing such tasks as erecting signs or displays, kneeling to letter vehicles and equipment, or climbing ladders. Most work is performed indoors in a "clean shop" equipped with explosion proof electrical fixtures, special exhaust fans, a fire rated ceiling, recessed lighting and sprinklers for safety purposes. Some work is performed outdoors. Some outdoor projects may require work near moving vehicles. Employees are subject to the possibility of irritation of eyes and skin from exposure to fumes, solvents or paints.

**EXAMPLES OF DUTIES: (Illustrative only)**

- Applies pressure or heat sensitive sheeting and attached ready made or hand cut letters for reflective and non reflective signs.
- Devises silk screens, stencils, templates, or paper patterns to reproduce designs and shapes.
- Embellishes signs with insignia, drawings, fancy script, shading, pin stripes, or gilding.
- Scales drawings by hand or by tracing an image provided by a projector.
- Executes emblems or drawings either freehand with drafting tools, or by preparing a silk screen for each color.
- Uses a hand or semi automatic squeegee press to draw paint across a silk screen, taking care to achieve close registration of colors on insignia.
- Mixes chemicals and paints required in the fabrication of signs.
- Operates one or more machines, such as a photo light table; squeegee roller; letter cutting press; varitype or other composing machines; engraving tools; paper cutters; projectors; cameras; or vacuum applicator tables used in preparing silk screen films and finished signs.

- Restores silk screens through the use of emulsion remover, chemicals and equipment.
- Receives and interprets work orders with latitude for determining layout, balance, spacing, and colors; determines the steps required and completes projects using standard trade practices.
- Maintains tools and equipment in good working order.
- Informs supervisor of supplies and materials needed and the time required to accomplish work.
- Maintains records and makes reports of work accomplished and materials used.
- Instructs apprentice employees in the skills of the trade.
- Drives to and from work sites.
- Assists with field activities, including events.
- Performs other duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of how to apply reflective sheeting either by pressure or operating heat vacuum applicators.
- Considerable knowledge of the drying qualities and gloss characteristics of paints including bulletin, oil, and varnish types.
- Considerable knowledge of the occupational hazards and safety precautions of the trade.
- Skill in blending and mixing various pigments, primers and thinners.
- Skill in the use of the hand and power tools and equipment associated with the Sign Fabrication trade.
- Ability to understand and apply state of the art techniques of sign fabrication as outlined in the nationally used Manual on Uniform Traffic Control Devices and the County Government's Signing Procedures Manual.
- Ability to read and interpret plans, specifications, blueprints, sketches and verbal or written instructions to plan and lay out work.
- Ability to set up and handle all materials and equipment necessary to accomplish job assignments.
- Ability to clean and fill surfaces and prepare them to receive paint or reflective sheeting.
- Ability to apply paint or ink onto such surfaces as metal, wood, cloth, or plastic; and to letter in place signs or markings on building masonry or pavements as well as sheet aluminum, and corrugated, riveted, or curved metal, including vehicles.
- Ability to produce the colors and figures specified for insignia or other illustrations for signs.
- Ability to install traffic signs on an exception basis.
- Ability to wear and use personal protective clothing and equipment when exposed to dust, fumes, and other irritants to eyes, nose, ears and respiratory system.
- Ability to work inside and outside where it may be necessary to work from ladders.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** Completion of a recognized Apprentice Sign Fabricator program.

**Education:** Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**Physical Ability:** Ability to frequently lift items that weigh up to 10 pounds and occasionally to lift items that weigh up to 75 pounds.

#### **LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence appropriate to the equipment operated by an employee in this class.

**PROBATIONARY PERIOD:**

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core II Exam.

**Class Established:** March, 1965

**Revised:** May, 1973

December, 1973

December, 1984

May, 1991 (M)

April, 2010

January, 2012

August, 2013