

MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION

Code No. 005223
Grade 21

SUPERVISOR, SIGN AND MARKING UNIT

DEFINITION OF CLASS:

This is skilled technical and supervisory work involving the fabrication, installation and maintenance of traffic control and related signs as well as installation and maintenance of pavement markings on County roadways. Contacts include employees supervised, supervisors and Engineers from various local State, County and City governments, staff from other County departments/agencies (i.e., Finance, Police) and vendors for the purpose of coordinating work, providing/obtaining information and/or services to resolve operating problems. 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 planning, scheduling and inspecting the work performed by employees and contractors involved in sign fabrication (e.g., street signs, Metro signs) using a variety of methods and equipment, sign installation, and pavement marking. The employee uses discretion and makes decisions concerning the most effective and efficient methods, materials and equipment to be utilized in order to accomplish work assignments and resolve problems. Guidelines specifying proper fabrication and installation requirements are available in the form of Federal manuals, State laws, and State and County codes, policies and procedures. The employee utilizes these guidelines when applicable but may be required to devise alternative methods for situations that existing guidelines do not address. The complexity of this work is evidenced by the fact that the employee must have thorough knowledge of various procedures and types of equipment used to fabricate and install signs and apply/remove pavement markings. This employee is also responsible for reassigning crews as necessary to meet deadlines and maximize efficiency. The work performed by this employee has impact on the safety of all motorists and pedestrians in the County as proper signs and road markings dictate rules to be followed on County roadways. Work is primarily performed in an office; near the sign fabrication shop which may subject employee to the possibility of irritation of eyes and skin from exposure to fumes, solvents, or paints; and in the field observing work performed. Work is reviewed upon completion for appropriateness, technical soundness and conformance to policy.

EXAMPLES OF DUTIES: (Illustrative Only)

- Plans and schedules assignments for work groups involved in the traffic sign installation, sign fabrication, and pavement marking for County roadways and stock inventoring for the Division.
- Supervises and trains subordinates in proper methods, materials and tools/equipment to be used as well as safety procedures to be followed in the process of fabricating and installing signs and pavement markings.
- Coordinates projects and resolves problems with other municipalities who utilize County signs; Police Department personnel who enforce provisions of traffic signs and markings; contractors who maintain responsibility for some pavement marking; and vendors who supply products for an effective sign and marking program.

- Performs inspections of work being performed by personnel for adequacy and adherence to policies and regulations before approving the final work product.
- Oversees the ordering of materials and supplies; maintains stock for the entire Division; and keeps records of use, including an annual audit of inventory.
- Spot checks field layouts of safe passing/no passing zones, channelizations, and similar markings.
- Provides assistance to engineering employees performing sign fabrication layouts, material and equipment specifications and preparing annual activity reports.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of Federal, State and County motor vehicle ordinances, laws, regulations and standards governing the preparation and installation of highway and street signs and roadway markings.
- Thorough knowledge of the Manual on Uniform Traffic Control Devices and County procedures governing signs and marking.
- Thorough knowledge of material management.
- Thorough knowledge of large-scale sign fabrication techniques using modern silk screen and printing equipment.
- Thorough knowledge of and ability to operate, maintain, repair and instruct in the use of complex highway striping and sign fabrication and installation equipment.
- Thorough knowledge of materials used in production of signs and marking.
- Thorough knowledge of the hazards and safety precautions associated with sign installation/fabrication and marking projects.
- Ability to read and interpret drawings, diagrams, manuals, maps, work orders and executive orders pertaining to the placement of signs and pavement markings.
- Ability to estimate material needs and maintain cost records.
- Ability to plan large scale sign and marking projects.
- Ability to deal tactfully and effectively with people.

MINIMUM QUALIFICATIONS:

Experience: Five (5) years of applicable experience in the areas of sign fabrication and installation and pavement marking, two (2) years of which must have been as a lead worker or in a supervisory capacity.

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.

LICENSE:

- Possession and maintenance at all times of a valid Commercial Driver's License appropriate to the equipment operated by an employee in this class.

PROBATIONARY PERIOD:

Individuals appointed to a position in 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: May, 1965

Revised: November, 1970

November, 1973

June, 1980

August, 1987

March, 1992

April, 2010

August, 2013