

MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION

Code No. 005227
Grade 9

APPRENTICE SIGN FABRICATOR

DEFINITION OF CLASS:

This is beginning level and semiskilled work in an apprentice program during which an employee develops the knowledge, skills and abilities required to become a journey level Sign Fabricator. Contacts are limited to shop employees and involve 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 receives frequent written and verbal instructions through on-the-job training and attendance at general shop meetings and formal classes. Initially, work is frequently checked during progress and upon completion and performed under very close supervision of a journey level Sign Fabricator. As the employee's knowledge of and skill in the Sign Fabrication trade increase, the employee is expected to perform semiskilled and limited skilled work with a view toward becoming a journey level Sign Fabricator. 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 in good weather. 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)

- Performs shop and some outside work within capabilities and skills, using hand and power tools and equipment of the trade.
- Receives formal and on-the-job instruction and training from a journey level Sign Fabricator or supervisor to accomplish a variety of sign fabrication tasks and to acquire and develop the knowledge, skills and abilities of the trade.
- Uses knowledge of mathematics to learn how to plan and lay out work.
- Cleans, sharpens and otherwise maintains the hand and power tools and equipment of the trade.
- Drives to and from work sites.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to use the common hand and power tools and equipment of the trade.
- Ability to wear and use personal protective clothing and equipment for protection from dust, fumes and other irritants to the eyes, nose, ears and respiratory system.
- Ability to prepare simple sketches and material lists.
- Ability to understand and carry out verbal and written instructions.

MINIMUM QUALIFICATIONS:

Experience: No previous experience required.

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, carry and set up tools, equipment, parts and materials that weigh up to ten (10) pounds and to occasionally lift and carry items that weigh up to seventy-five (75) pounds.
- Ability to work inside and outside where it may be necessary to work from ladders.

LICENSE:

- Possession and maintenance at all times of a valid Commercial Driver's License from the applicant's state of residence.

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: January, 1985
Revised: May, 1991 (M)
April, 2010
August, 2013