

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**SIGN SHOP SUPERVISOR - 1895**

**DEFINITION:**

Under direction, to plan, coordinate, and supervise the work of skilled Sign Shop Technicians in the production of screened and hand lettered signs; to be responsible for the administrative and operational functions of the Sign Shop; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Schedules, plans, coordinates, and supervises a variety of traffic control and public information sign projects;
- Meets and conducts preliminary negotiations with vendors on purchase requirements of the shop;
- Selects and orders materials, supplies, and equipment;
- Interacts with City departments to determine their needs;
- Keeps records and prepares reports;
- Monitors and projects expenditures;
- Prepares budget estimates and recommendations for materials, supplies, and equipment;
- Selects, trains, and rates the work performance of subordinates.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Completion of a State accredited two-year Sign Painter Apprenticeship Program, **AND** one year of full-time journey-level experience in all phases of sign painting work, including the screen printing, computerized sign making, and hand lettering of signs; **OR** three years of full-time experience as a journey-level Sign Shop Technician.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**