

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **SIGN SHOP SUPERVISOR**

##### **DEFINITION:**

Under direction, to plan, coordinate and supervise the work of skilled sign painters 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 Announcement for updated minimum qualifications.

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

- \* **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.