



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

<u>JOB TITLE:</u>	SIGN REPAIR PERSON	<u>SCHEDULE:</u>	A
<u>DIVISION:</u>	ROADS & FLEET	<u>RATE:</u>	
<u>DEPARTMENT:</u>	PUBLIC WORKS		

JOB SUMMARY:

The incumbent is responsible for the efficient and professional installation and maintenance of temporary, regulatory and specialty signage throughout the City. Further responsibilities include fabricating minor specialty signs, name plate and informational signs; performing limited painting jobs; and maintaining the cleanliness of the Sign Shop. The incumbent designs signs using sign software and manufactures signs by using the sign cutting machine, and operates airless sprayers, concrete and asphalt saws, jackhammers, drill presses and related equipment in a safe and efficient manner. The majority of this work occurs in the field, working outside in all weather conditions. In-shop work forms a minor part of this role and will be specifically directed by the Sign Repair Person 1, Foreman or Supervisor. Work is evaluated in terms of safe and efficient operation of equipment, quality of work, and attainment of desired objectives. Performs related duties as required.

MAJOR RESPONSIBILITIES:

Under general supervision of the Sign Repair Person 1, Foreman, Streets Operations:

- operates computerized sign equipment and paint equipment in a safe and efficient manner;
- fabricates specialty signs as required;
- installs temporary, regulatory, specialty and other signage throughout the City;
- performs regular and preventative maintenance on sign/painting equipment;
- performs minor repairs to sign and painting equipment;
- covering or removing graffiti on City property and structures, as directed;
- maintains a clean work area and the inventory of materials for Sign Shop;
- undertakes small paint jobs, as directed;
- supervises other staff, when needed and as directed.

QUALIFICATIONS:

Education: Grade 12 diploma.

Experience: A minimum of two years of experience with general maintenance work involving a variety of tools and tasks. A working knowledge of Windows-based software. Some knowledge of paint materials and their applications. Must have Traffic Control Certification with 6 months of hire.

Knowledge and Skills: Considerable knowledge of the methods and techniques involved in sign installation and thorough knowledge of the use of applicable materials tools and equipment for maintenance, fabrication and installation. Knowledge of safe traffic control operations and of the provincial Traffic Control Manual for Work Roadways. Demonstrated ability to deal courteously & tactfully with the public. Demonstrated ability to use sign and paint materials and operate related equipment in a safe and efficient manner. Ability to perform semi-skilled painting and skilled manual tasks in an efficient manner. Ability to perform semi-skilled repairs and maintenance to equipment used in Sign Shop. Ability to recognize, report and/or rectify actual and potential safety hazards. Ability to supervise and train unskilled and semi-skilled employees engaged in related sign fabrication and installation activities. Ability to perform accurate and high quality work. Ability to maintain computerized records related to sign shop activities. Ability to maintain records and prepare reports. Demonstrated judgment and sound problem solving abilities. Ability to understand and effectively carry out oral and written instructions with a minimum of supervision. Ability to work within, and contribute to, a proactive team environment. Ability to build and maintain positive, cooperative working relationships with other City employees. Excellent interpersonal skills to deal with internal customers, contractors, suppliers and the public. Demonstrated knowledge of computer programs in a Windows-based environment. Sufficient physical strength and stamina to perform the required duties. Knowledge of WorkSafe BC regulations such as those related to Bullying & Harassment.

Valid BC Drivers license: Full Privilege Class 5 with a clean driver's abstract

Vehicle Usage: Yes – City owned vehicles

Criminal Record Check: N/A

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Revised by: Jones, Flannagan.