



## University System of Maryland Job Class Specification

**TITLE: SIGN SHOP SUPERVISOR**  
**FLSA: NONEXEMPT**  
**EEO6: H60**  
**IPEDS-SOC: D-271024**

**JOB CODE: N12STS**  
**JOB TYPE: SYSTEMWIDE**  
**JOB FAMILY/SERIES: PHP MNT**

**APPROVED BY: Chancellor's Designee:**  
**James Sansbury, Acting Director of Human Resources**

**EFFECTIVE DATE: 1/9/2003**

### **JOB SUMMARY**

Under general supervision, provides administrative and technical supervision of the general and daily operations of the sign shop work teams involved in a combination of multiple trades that consist of design, fabrication, finishing, and installation work. Incumbents at this level supervise Sign Technicians and are ultimately responsible for customer satisfaction.

### **PRIMARY DUTIES**

1. Plans, organizes, assigns, and reviews the technical sign design, fabrication, finishing, and installation work rendered by unskilled, semi-skilled, and skilled workers assigned to sign trade work teams. Troubleshoots any problems that arise, and acts accordingly.
2. Supervises and trains assigned personnel. Performs on-the-job training and participates in performance management process.
3. Reviews work orders; determines work priority and makes appropriate personnel assignments; makes recommendations regarding work that falls outside the scope of the shop and suggests alternatives for timely and appropriate completion.
4. Performs estimates of time, labor, and materials to be used on assigned projects. Prepares contractual specifications for On-Call sign contractors and oversees and approves the scope of the work.
5. Ensures adequate supplies, materials, and equipment are maintained for area; initiates and/or prepares documentation related to purchase transactions; recommends and supervises vendors; oversees the ordering process.
6. Assists in budget projections, budget preparations, and departmental planning for area of responsibility.
7. Prepares a variety of special and recurring reports and analyses reflecting daily operations and project status.
8. Inspects completed job assignments for adherence to campus and shop standards and contract specifications. Performs safety inspections for shop and work site areas.

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Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

### **MINIMUM QUALIFICATIONS**

**EDUCATION:** High School Diploma or GED.

**EXPERIENCE:** Seven years progressively responsible experience in a sign shop where assigned to include at least two years in a lead or supervisory capacity.

**OTHER:**

### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

General knowledge of and ability to use applicable automated equipment such as engraving machines, personal or laptop computers, and applicable computer software such as wordprocessing and sign-making applications. Thorough knowledge and skill in the principles and practices of sign-making including preparing surfaces, the techniques involved, and the various tools used in sign-making. Working knowledge of safety precautions and occupational hazards associated with sign-making. Skill in use of small hand or power tools used in sign-making, such as computer-driven and controlled router table and vinyl letter cutter, and paint air brush. Skill in measuring, cutting, and installing signage materials. Ability to read, interpret, and work from drawings and specifications. Ability to prepare summaries and reports and to maintain records of jobs completed and in process. Ability to follow oral and written instructions, to communicate orally and in writing, and to establish effective working relationships. Ability to plan, organize, lay out work and prioritize assignments; and to estimate and to effect economical usage of materials and supplies; and to act as a lead worker. Ability to maintain production standards for regulatory requirements, such as American Disabilities Act (ADA) and OSHA, and other campus signage requirements. Ability to work in, or, around, over and under fixed equipment and machinery, to work from ladders and scaffolding, to manipulate heavy equipment, tools, and supplies, and/or exert force up to 70 lbs., to concurrently manipulate multiple controls on equipment and machinery; to work in hazardous or irritating environments, confined spaces and adverse weather or temperature conditions, to wear and work in personal protective equipment.

**OTHER:** Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

### **CONDITIONS OF EMPLOYMENT**

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Employees in this job class may be required to be trained to work with asbestos. Employees in this job class assigned to work with equipment containing CFC refrigerants must achieve and maintain valid certification in accordance with federal law.