

SENIOR SIGN MECHANIC Tompkins County

Department: Highway
Classification: Competitive
Labor Grade: Blue Collar Grade 13
Approved: 9
Revised: 01/10/2012; 6/2026
By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND** two years of experience in sign-making and installation.

SPECIAL REQUIREMENT:

The candidate must possess a valid New York State Commercial Driver's License, Class A or B at the time of application. There can be no Air Brakes or Manual Transmission restriction listed at the time of application. The candidate is also expected to demonstrate the ability to safely and effectively operate a heavy truck, which utilizes a manual transmission and/or other such heavy equipment as required. The incumbent must possess a Tank endorsement (N) within 90 days of appointment. The employee must maintain the CDL and appropriate endorsements for the duration of employment. Failure to maintain the required license may result in termination of the employment situation.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for supervising the work of the Highway sign shop crew composed of Sign Mechanics, Laborers, and Seasonal Workers engaged in the manufacturing and installation of highway roadside signs. The incumbent will be responsible to be fully knowledgeable of the requirements that govern highway roadside signs such as the Manual of Uniform Traffic Control Devices and local highway standards and practices. The Senior Sign Mechanic is responsible for the inventory and ordering of needed materials and equipment. The work involves exposure to all kinds of weather conditions. The incumbent supervises individuals or small unit of employees consisting of Sign Mechanics, Heavy Equipment Operators, Motor Equipment Operators, Laborers and Seasonal Workers. The work is performed under the general supervision of the County Highway Director and Deputy Director. The incumbent will perform all related duties as required, including snow and ice removal operations.

TYPICAL WORK ACTIVITIES:

Supervises and schedules daily work projects and makes work assignments to the sign shop crew;

Prepares sign work orders and provides explanation of work orders or related documentation;

Operates and oversees the operation of the sign making process including layout, preparation, cutting, adhering, and installation;

Observes work in progress and that which is completed to insure adherence to instructions, guidelines, and

schedules;

Insures that signs are produced and installed according to the Manual of Uniform Traffic Control Devices and other highway standards and practices;

Sets up signage for construction projects including detours, road closings, and other signage in accordance with the Manual of Uniform Traffic Devices (MUTCD) latest edition

Maintains electronic records of work performed including labor, materials, and equipment in OpenGov;

Oversees inventory of sign shop materials and orders materials as needed;

Patrols and inspects, or supervises others to patrol and inspect, highways and adjacent areas for proper signage, sight distance, reflectivity, and overall sign conditions;

Responsible for personnel performance reviews, evaluations, and discipline under the supervision of the County

Highway Director and Deputy Director;

Participates in snow and ice removal operations

Communicates with and manages UDIG NY and other utility marking reports related to sign installations and maintenance

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of methods, materials, tools, and terminology used in the construction, installation, and maintenance of highway roadside and other related signs;

Thorough knowledge of the Manual of Uniform Traffic Control Devices relating to sign;

Thorough knowledge of and ability to operate state-of-the art sign-making software;

Ability to operate and manage data in a state-of-the-art sign maintenance program;

Ability to plan and layout work for self and others;

Ability to read and interpret written information;

Ability to understand and carry out written and oral instructions;

Ability to give clear and concise oral instructions;

Ability to prepare oral and written reports for the County Highway Director;

Ability to work in conjunction with Highway Division administrative staff, engineering staff and other technicians;

Ability to professionally and effectively communicate and interact with the public

Ability to perform work requiring physical effort such as lifting signs;

Good manual dexterity and eye/hand coordination;

Willingness to work outside under adverse weather conditions;

Willingness to respond to calls on a twenty-four hour basis;

Willingness to respond to emergencies and perform overtime work;

Dependability, initiative, resourcefulness, and good judgment are required;

Physical condition commensurate with the demands of the position.

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