

Title: Assistant Sign Shop Supervisor	Effective Date: June 14, 2025	Grade: 12	Job Category: Technician
Prior Title: Assistant Sign Shop Supervisor	Prior Effective Date: May 11, 2012	Grade: 11	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for assisting the Sign Shop Supervisor in directing the activities of all phases of sign fabrication.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Issue and receive stock.
- Inspect and maintain inventory.
- Keep time on each phase of sign fabrication so that costs can be assigned.
- Direct all sign shop activities in absence of Sign Shop Supervisor.
- Operate Computer Plotter.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Previous experience in sign layout. Computer experience with CADD software preferred.

Knowledge, skills and abilities: Thorough familiarity with and capability to use various manuals and equipment relating to laying out, using and manufacturing signs.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)