

**CLASS TITLE: HIGHWAY GRAPHICS DESIGN SPECIALIST**

**Class Code: 02361401**  
**Pay Grade: 23A**  
**EO Code: G**

**CLASS DEFINITION**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Transportation, to be responsible for performing a variety of graphic design tasks including supervising and participating in the activities of highway technicians, installation crews and other staff assigned to perform technical tasks involving the design, layout, and fabrication of traffic and street signs, logos, or insignias; operates and maintains personal computer-aided design and manufacturing systems for traffic sign fabrication using sign making software; performs skilled tasks fabricating traffic and street signs; instructs, trains and supervises staff members in the performance of a variety of highway graphic design activities; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a traffic maintenance superior with considerable latitude for the exercises of initiative and independent judgment in application of trade practices and techniques; work is reviewed for conformance to established policies, practices, and instructions, and the application of accepted graphic design principles and techniques.

**SUPERVISION EXERCISED:** Plans, supervises, and reviews the work activities of staff as assigned.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Transportation to be responsible for performing a variety of graphic design tasks, including supervising and participating in the activities of highway technicians, installation crews and other staff assigned to perform technical tasks involving the design, layout, and fabrication of traffic and street signs, logos, or insignias; operates and maintains personal computer-aided design and manufacturing systems for traffic sign fabrication using sign making software; performs skilled tasks fabricating traffic and street signs; and instructs, trains and supervise staff members in the performance of a variety of highway graphic design activities.

To be responsible for supervising and participating in the activities of highway technicians, installation crews and other staff assigned to perform technical tasks involving the design, layout and fabrication of highway signs, logos, or insignias.

To instruct, train and supervise staff members in the performance of a variety of highway graphic activities including the fabrication, wording, and formatting of signs.

To review work products to ensure compliance with standard operating procedures, federal regulations (i.e., Manual on Uniform Traffic Control Devices), and state specifications for sign design and guidelines set by the State Traffic Engineer.

To inspect, monitor, and evaluate information, work-related conditions, and sign design to determine compliance with prescribed operating, safety, or other standards, regulations and guidelines related to the design and fabrication of all street name, traffic control, and specialty signs.

To operate and maintain computer-aided design and manufacturing systems for traffic sign fabrication to include various software and database programs, scanners, digitizing tablets, printers and plotters, and special fonts and text for highway signs.

To fabricate signs through application of pressure sensitive adhesive material to metal sign blanks.

To interpret and apply graphic instructions such as blueprints, schematic drawings, layouts or plats to select, fabricate, and install signs and other traffic control devices in proper order.

To maintain an inventory of materials such as: roll goods, prefabricated sign faces, prefabricated signs, sign blanks, first aid kits, and general office supplies.

On an as-needed basis, oversees the installation and maintenance of signs in the field; oversees set ups and/or removal of barricades, traffic cones, or similar objects to secure the safety of the public by setting portable signs due to accidents or conditions that may have damaged signs; and conducts field inspections for damage, vandalism, graffiti and installation standards.

To prepare written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar, in order to complete performance appraisals,

To provide cost estimates for labor and materials for a variety of sign types, etc.

As required, to use common hand tools such as a hammer, saw, screwdriver, band saw, portable drills, drill press, portable sander, band sander, grinder, hydraulic cutter and other various hand and electric tools with appropriate protective equipment; to operate a variety of standard office equipment including a calculator to prepare cost estimates and a personal computer to enter and maintain data and information.

To coordinate work activities with other departments, other agencies and private contractors. To perform the functions of this classification in a variety of environmental and weather conditions.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of, as well as the materials, tools and equipment used in, the graphic design process; a thorough knowledge of the federal manual on Uniform Traffic Control devices and state sign standards; a working knowledge of traffic control device installation procedures and maintenance; a working knowledge of the operation, and maintenance of a personal computer and specialized software utilized in the graphic design environment; the ability to set up and operate various types of equipment used in highway graphic operations; the ability to provide designs, layouts, lettering, printing, screen cutting and screen harmonizing; the ability to provide care and maintenance of a variety of equipment, tools and supplies used in graphic design activities; the ability to plan, layout, and coordinate the work of others as well as provide supervision and requisite training skills; the ability to make cost estimates of materials and labor; the ability to interact with engineering firms, vendors, contractors, and the general public; the ability to prepare recurring and special reports; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of an Associate's Degree, including or supplemented by courses in engineering drafting, commercial art, technical drawing and/ computer assisted graphic design; and

Experience: Such as may have been gained through: considerable employment as a graphic design or graphic art technician; or, employment in a position involving the application of basics graphic design or graphic art principles, practices and techniques.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

## **SPECIAL REQUIREMENTS:**

1. At the time of appointment and continually thereafter:

1.1. Must possess and maintain a valid Motor Vehicle Operator's license.

1.2. Must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Created: November 12, 2005

Class Revised: May 14, 2017