CLASS TITLE: **SIGN PAINTER SUPERVISOR (ADULT CORRECTIONAL INSTITUTIONS)**

Class Code: 02361300
Pay Grade: 21A
EO: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Adult Correctional Institutions, to design, lay out, and supervise the work of sign painters engaged in lettering and painting signs for identification and/or decorative purposes; to train and supervise institutional inmates engaged in the use of various materials, equipment and skills of sign painting; and to do related work as required.

SUPERVISION RECEIVED: Receives work assignments from a superior with considerable latitude for the use of independent judgement in the application of the practices and techniques of the trade; work is reviewed usually upon completion for satisfactory performance.

SUPERVISION EXERCISED: Supervises the work of sign painters, as well as trains, instructs and supervises institutional inmates assigned to assist in sign painting work.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Adult Correctional Institutions, to design, lay out, and supervise the work of sign painters lettering and painting signs for identification and/or decorative purposes.

To train, instruct, supervise and provide inmates with practical experience in sign painting skills; instruction and demonstration of materials, equipment, etc., along with proper methods of use.

To supervise and engage in the repairing and refinishing of signs using freehand lettering, stencils and pounce patterns.

To lay out work for subordinates choosing appropriate color schemes and types of lettering.

To supervise the care and maintenance of all types of equipment and tools used in sign painting.

To make cost estimates of material and labor.

To keep time records of subordinates and other records to make reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, techniques, tools, equipment and materials used in sign painting and skill in the application of such practices and techniques; skill in designing, laying out, lettering, painting, gilding and finishing all types of signs and posters; skill in mixing, matching, blending, harmonizing and contrasting colors; the ability to lay out work and supervise subordinates; the ability to train, instruct and supervise institutional inmates; the ability to make estimates of material and labor costs; skill in freehand lettering; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of ten school grades; and
Experience: Such as may have been gained through: employment as a skilled sign painter.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 8, 1987
Editorial Review: 3/15/03