



CITY OF BUFFALO
 DEPARTMENT OF
 PUBLIC WORKS, PARKS & STREETS



BYRON W. BROWN
 MAYOR

STEVEN J. STEPNIAK
 COMMISSIONER

CIVIL SERVICE JOB OPENING

November 7, 2016

MICHAEL J. FINN, P.E.
 CITY ENGINEER

Title of Position: Sign Fabricator
Number of Vacancies: One (1) Provisional
Salary Range: \$31,166 - \$47,947
Location: Division of Engineering

Duties: Reviews work orders to determine applicable state and federal guidelines and materials needed. Consults the NYS Manual of Uniform Traffic Control Devices to insure compliance with statutory requirements. Designs signs using computer based design software and sign printing equipment to layout and produce signs. Constructs signs from a variety of materials including metal, acrylic and vinyl. Determines size and shape of letters, numbers, symbols, logos, borders, etc. Operates silk screening equipment for the production of signs. Salvages old signs by using overlay technique to make repairs, i.e. cover graffiti, etc. Performs routine and emergency repairs and maintenance, both scheduled and in response to emergency situations, as required. Develops and maintains a spreadsheet to track work orders and completed projects. Orders materials and supplies and maintains inventory and records or same. Maintains, cleans and repairs tools and equipment. Maintains work area for clean, orderly and safe conditions. Performs related duties as required.

OPEN COMPETITIVE:

- (A) Graduation from High School, GED or Equivalency Diploma including or supplemented by **two courses** in computer Assisted Design or Computer Assisted Manufacture (CAD/CAM), Graphic Design or a closely related field; **OR,**
- (B) Graduation from High School, GED or Equivalency Diploma and **two years** of full-time sign making experience using a personal computer; **OR,**
- (C) An equivalent combination within the limits of A and B.

SPECIAL REQUIREMENT

Possession of a current New York State Drivers license that must be presented at time of appointment and maintained during employment.

NOTE: Verifiable part-time experience will be pro-rated to meet full-time experience requirements. (Proof of education must be presented at time of appointment.)

All applicants must apply in writing for this position and specifically detail all experience. Your expressed interest must be submitted to Jason C. Shell, Administrator, 65 Niagara Sq., 511 City Hall, Buffalo, NY 14202 or by email at jshell@city-buffalo.com by Monday, November 21, 2016.

Steven J. Stepniak
 Commissioner