

**SNOHOMISH COUNTY JOB DESCRIPTION
SIGN SHOP SPECIALIST**

Spec No. 8084

BASIC FUNCTION

To order, receive, store and issue a variety of equipment, materials, parts and supplies. Design and manufacture signs as requested by various departments and agencies.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Designs and assembles traffic and informational signs using computer aided sign program in accordance with Federal, State and local regulations; estimates labor and cost of materials for producing signs; operates equipment used in designing and producing signs.
2. Maintains a stock of equipment, materials and supplies; monitors stock levels and orders stock items as necessary to ensure an adequate supply of equipment, materials and supplies.
3. Orders, requisitions and/or purchases non-stock items as necessary; contacts vendors and researches the availability of and prices for non-stock items and either purchases the item directly from an open account vendor, or arranges for a purchase order; prepares and submits bid specification information to the purchasing office as required.
4. Receives, unloads, unpacks and stores incoming shipments of equipment, materials and supplies; checks incoming items for proper prices, any damage to items received and for completeness of the order; logs items in on appropriate forms and/or inventory control cards, as required.
5. Maintains liaison with various vendors and suppliers to ensure that the county is receiving quality items at the best available price; monitors vendor performance to ensure the county receives correct discounts on items ordered and that the vendor is complying with county purchasing procedures.
6. Issues signs, equipment, materials and supplies to authorized personnel and charges items issued to the appropriate accounts and/or departments; bills and collects for services rendered from outside agencies.
7. Maintains required records and prepares reports as necessary; tracks and maintains annual inventory of all Material Safety Data Sheets (MSDS) and products kept on site.
8. Operates a forklift to load and unload materials.

STATEMENT OF OTHER JOB DUTIES

9. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of experience in sign manufacturing and warehousing including inventory management software and sign manufacturing software; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

**SNOHOMISH COUNTY JOB DESCRIPTION
SIGN SHOP SPECIALIST**

Spec No. 8084

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Forklift certification required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- use of computer, inventory control and sign manufacturing software;
- drainage materials, traffic control devices and lumber specifications, uses and standards;
- basic mathematics, including estimates of material and labor costs;
- the methods, procedures and techniques used in the receipt, storage, processing and issuing of a wide variety of equipment, materials and supplies;
- inventory control and record keeping procedures and practices;
- sources of supply for a wide variety of signage materials and supplies;
- occupational hazards and safety rules and regulations, including MSDS;
- road maintenance materials and supplies.

Ability to:

- receive, store and issue a wide variety of equipment, materials and supplies;
- read and understand Federal and State Traffic Manuals
- monitor stock levels and maintain an adequate inventory of stock items;
- read, understand and use a wide variety of catalogs and written materials;
- learn county purchasing procedures and requirements;
- maintain accurate records and prepare routine reports;
- communicate effectively both orally and in writing.
- work independently without direct supervision;
- establish and maintain effective work relationships with superiors, associates and other county employees, vendors, representatives of other agencies, and with the general public;
- follow oral and written instructions;
- operate a motor vehicle skillfully and safely under a variety of traffic and weather conditions;
- perform strenuous manual labor tasks;
- read, understand and comply with safety rules and regulations;
- operate a forklift;
- learn computerized recordkeeping practices and procedures.

PHYSICAL EFFORT

The employee must be able to perform a variety of strenuous manual labor tasks including lifting objects weighing fifty (50) pounds or more.

**SNOHOMISH COUNTY JOB DESCRIPTION
SIGN SHOP SPECIALIST**

Spec No. 8084

SUPERVISION

The employee reports to and receives limited supervision from the Fleet Manager. Constant independent decisions are made to meet customer requirements both by managing the inventory items under control of the position, and by designing new signage to meet special customer requests. The employee is also expected to exercise considerable independent judgement in researching the availability of and prices for non-stock items and in choosing a vendor to supply such items.

WORKING CONDITIONS

The work is performed both in an office setting and in sign maintenance shop. The work includes using a telephone, office machines and a networked computer. When working in the sign maintenance shop it includes working with heat lamp applicator and vinyl cutting plotter or other signage equipment; and includes forklift operation in the storage yard, or performing inventory reconciliation. Safety equipment shall be worn as required to prevent injury.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 2000
EEO Category: 8 – Service and Maintenance Workers
Pay Grade: 904 – Public Works Pay Plan
Workers Comp: 1501 Hazardous