Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Sign Maker | | | **Director/Service:** Local Services, Highways & Neighbourhood Services | | **Office Use** |
| **Band:**  5 | | | **Sector:** Highways & Neighbourhood Services Sign Shop | | JE ref: 1014  HRMS ref: |
| **Responsible to:** SE Area Senior Construction Manager | | | **Date:** 7 December 2010 | **Lead & Man Induction:** |
| **Job Purpose:** To supervise the design, operation and manufacture of Road Signs, to Department of Transport Regulations, British Standards and Northumberland County Council guidelines. | | | | | |
| **Resources** | Staff | Supervising the Assistant Sign maker. | | | |
| Finance | | Ensuring signs are manufactured economically and day-to-day metal stock purchased at most competitive price. | | | |
| Physical | | Specialist equipment and responsibility for Sign Shop and Stock. | | | |
| Clients | | Responsibility for providing efficient and effective service to Highways Department and external contractors. | | | |
| **Duties and key result areas:**  1. Oversee and schedule work of sign production, ensuring work is produced on time, to recognised standards and in the most economic cost.  2. Liaise with Highways Department and external contractors to ensure signs produced are of the correct type and standards.  3. Arrange purchase of metal, for production, at the most economic price and correct specification.  4. Supervise the work of the Assistant Sign Maker and act as coach and mentor as necessary.  5. Respond independently to unanticipated problems and produce relevant Risk Assessments and ensure all Health & Safety requirements are complied with.  6. Communicate appropriately with service user to provide adequate contact and establish requirements.  7. Work within the regulations, parameters and guidelines of Department of Transport, British Standards and Northumberland County Council.  8. Keep all necessary records and complete relevant stock take, as necessary.  9. Attend local meetings and training as required.  10. Participate in appraisal and supervision to improve own performance.  11. Other duties appropriate to the nature, level and grade of the post. | | | | | |
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| Transport requirements:  Working patterns:  Working conditions: | | Travel to, from and between service user’s sites and the Sign Shop,  Day time with periodic requirement for irregular hours, overtime and weekend work.  Predominantly Sign Shop based but also required to work on site erecting signs where high physical demands and exposure to adverse weather can be encountered. | | | |

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**PERSON SPECIFICATION**

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| **POST:** Sign Maker | **Director/Service:** Local Services, Highways & Neighbourhood Services | **Ref:** 1014 |
| Essential | **Desirable** | **Assess by** |
| **Qualifications and Knowledge** | | |
| A general education demonstrating literacy and numeracy.  NVQ Level 2 in Sign Making with ability to advance as necessary.  Extensive experience of Sign Making  Ability to interpret and modify working drawings. | First-Aid Certificate  Moving & Handling Certificate.  Fire Warden Certificate |  |
| **Experience** | | |
| Effective working with partners and contractors in the public and private sectors.  Experience in organising and scheduling own work and resources and that of Assistant.  Experience of dealing with clients by telephone, e mail and in person. |  |  |
| **Skills and competencies** | | |
| Effective IT skills.  Focuses upon service users needs.  Ability to produce relevant design amendments and changes to production schedules.  Ability to provide ‘in house training’ as necessary.  Ability to work methodically and systematically and without direct supervision.  Ability to use hand-tools, power tools and specialist machinery with dexterity and co-ordination.  Able to understand and follow written or spoken instructions.  Listens, consults others and communicates clearly.  Reliable and keeps good time. | Effective application of It Programmes relating to Design and Production of Signs.  Ability to engage effectively with others and building productive working arrangements. |  |
| **Physical, mental and emotional demands** | | |
| Generally works from a seated position but with regular need to walk, bend and carry items.  Ability to handle physical aspects of post e.g. digging, as necessary.  Ability to deal with varied tasks and prioritise whilst dealing with regular interruptions..  Ability to work unsupervised, alone, out-of-office hours. |  |  |
| **Motivation** | | |
| Appropriately follows instructions to achieve set objectives, offering potential alternative solutions to simplify tasks etc. as appropriate..  Adapts to change by adopting a flexible and cooperative attitude.  Supportive and adapts to team working.  Demonstrates integrity and upholds values and principles.  Promotes equal opportunities and follows Council Policy on Diversity etc. at all times. | Evidence of further learning. |  |
| **Other** | | |
| Able to meet the transport requirements of the post | Car driver/owner |  |

***Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits***