



Job Title	Signs Technician I	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	3	Job Code	14065

Class Specification – Signs Technician I

Summary Statement:	
The purpose of this position is to design and fabricate roadway signs in compliance with federal standards. Designs signs, maintains inventory, and orders supplies as needed. This is accomplished by using Cartegraph to review work orders and determine which signs are needed. Coordinates with supervisors, traffic technicians, and other departments to support sign needs.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Selects appropriate design and layout of roadway signs in compliance with federal standards; designs and creates signs using proper equipment; and ensures quality controls and standards are met.
20%	Designs and fabricates signs for special projects; and provides customers with design specifications and estimated costs.
15%	Conducts research regarding federal guidelines for traffic control media and ensures compliance with federal regulations; and contacts vendors regarding material costs to remain in budget when ordering supplies.
15%	Tracks inventory using Cartegraph, project materials for upcoming projects, and orders required material from vendors.



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Competencies Required:

Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesaurus, and encyclopedias. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of twelfth grade (high school diploma or GED).

Experience: This is an entry level position and prior experience is not required.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Position has no responsibility for the direction or supervision of others.



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Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Frequently
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, standard office equipment, vehicle, vinyl cutting machine, laminator roller, scissors, knives, cutting table, and ladder.

Specialized Computer Equipment and Software: Microsoft Office, Cartegraph, and specialized sign making software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2015