



DATE	May 2007
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Sign Fabrication Technician
 DEPARTMENT/DIVISION: Public Works
 REPORTS TO: Traffic Operations Supervisor

SUMMARY: Responsible for designing and fabricating traffic, general and specialty signs as well as decals, stickers and banners for the Signs and Markings Division. Oversees inventory of materials and prepares specifications for related materials and supplies. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Designs and fabricates traffic signs according to the Federal Manual on Uniform Traffic Control, the Texas Manual on Uniform Traffic Control, and the Federal and Texas Standard Highway Signs regulations. Utilizes City street indexes and maps to confirm correct spelling and block numbers for street name signs. Determines appropriate signage for application in the field.
- Designs and fabricates various signs, decals, stickers, and banners for various City events and promotions, vehicle logos, lettering and numbers for city vehicles, decals for facilities and vehicles, and/or other related items.
- Coordinates the activities of the sign shop, which includes: overseeing material and supply inventory; purchasing and writing specifications for sign sheeting, acrylic film, vinyl, aluminum sign blanks, coroplast, and/or other related items; maintaining, upgrading, and purchasing new equipment; maintaining finished sign inventory; determining the cost of finished signs; preparing quotes; performing design layouts for internal and external customers; and/or, performing other related activities.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of specialized materials utilized to make traffic related signs;
- Knowledge of advanced traffic sign fabrication techniques;
- Knowledge of applicable traffic sign design software applications;
- Knowledge of project management principles and practices;
- Knowledge of applicable laws, ordinances, codes, rules, regulations, policies, and procedures;
- Knowledge of safe work practices;

- Skilled in operating applicable tools and equipment of the trade;
- Skilled in monitoring and maintaining inventory;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in fabricating traffic signage;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations;
- Skilled in maintaining sensitive and confidential information;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- One year of experience in designing and fabricating signs.
- Requires a valid Texas Driver's License.
- IMSA Level II Certification.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Work is performed in high and precarious places and near moving mechanical parts.
- Potential exposure to fumes and airborne particles.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.