



City of Tempe

SIGN TECHNICIAN

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	140	<i>FLSA Status:</i>	Non-exempt
<i>Department:</i>	Public Works	<i>Salary / Hourly Minimum:</i>	\$19.502885
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$26.328846
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	ITS Signal Technician II+
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Technicians

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Traffic Operations Supervisor or from other supervisory or management staff.
 May receive technical and functional direction from a Transportation Lead.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of experience in computer graphic design and screen printing production. One year of experience in the installation and maintenance of traffic signs, markings, or roadway striping is preferred.
<i>Education:</i>	Equivalent to the completion of twelfth grade supplemented by vocational school or college level coursework in graphics, fine arts or a degree related to the core functions of this position. An Associates degree is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver’s license. • Possession of or required to obtain within one year of hire the following, International Municipal Signal Association (IMSA) Certifications: Work Zone Temporary Traffic Control Technician, Signs and Pavement Markings Technician Level I & Level II.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform skilled work in the

fabrication, design and layout of City signs, logos and insignias, and to assist with the installation and maintenance of traffic signs, markings and roadway striping.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Perform a full range of sign and paint shop activities including the design, layout and fabrication of City signs, logos and insignias.
- Sketch and lay out sign lettering and design according to Federal, State, City and MUTCD (Manual and Uniform Traffic Control Devices) specifications and/or project needs.
- Construct and stretch silk screen frames; lay out, hand cut and apply process stencil films for silk screen impressions.
- Cut out sign blanks; prime and prepare surfaces for painting and lettering.
- Hand letter and/or silkscreen lettering, designs and insignias.
- Apply decal insignias and graphics.
- Design and develop signs and graphics using a computer. Produce visual communication materials for special events.
- Use and operate print shop tools and equipment including silk screening equipment, paint sprayers, vacuum frame and exposure systems.
- Mix and match paints to specific color requirements.
- Clean and maintain the City's sign and paint shop materials, machinery and tool inventory.
- Make routine and emergency purchases as authorized and required; install and set up signs and traffic devices as required.
- Assist Transportation Workers with installation and maintenance of traffic signs, markings, and roadway striping.
- Operate a variety of specialized equipment such as paint strippers, paint guns, drill presses, fork lifts, and bucket trucks.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (up to 60 lbs);
- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles (i.e. pick-up truck and flatbed trucks);
- Use power tools (i.e. drill press, electric tin snips);

- Use tools;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Other physical labor essential to the classification (lifting aluminum sheets);
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May work alone for extended periods of time;
- Other physical attributes essential to the classification;
- Operate city equipment.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Revised September 1997

Revised October 2001

Revised January 2017 (add physical/mental activities)

Revised August 2018 (update min quals, essential job functions, and job duties)