AUBURN
Human Resources

Tech I, Sign

Job Description

JOB INFORMATION

Job Code	ND56
Job Description Title	Tech I, Sign
Pay Grade	ST09
Range Minimum	$36,670
33rd %	$41,560
Range Midpoint	$44,010
67th %	$46,450
Range Maximum	$51,340
Exemption Status	Non-Exempt
Approved Date:	8/6/2026 8:56:25 AM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Construction

JOB SUMMARY

Under direct supervision, assists in the removal/installation process of campus-wide signage such as building monuments and lettering, door directories, and vinyl sign creations. Assists in the removal/installation of sign poles of various styles and sizes. Assists in the maintenance, removal, and installation of parking lot, crosswalks, and street paint markings.

RESPONSIBILITIES

- Assists in the creation of signage using equipment such as vinyl plotter, engraver, and flat-bed printers.
- Assists in the installation of signage to monument signs, door directories, building exteriors, street signage, and coroplast sheeting.
- Assists on removing and installation of sign poles and banners campus-wide.
- Assists in preparing and installation of street marking paint on roadways and parking lots.
- May assist with pressure washing sidewalks and parking lots on campus.
- Demonstrate the basic abilities to use hand and power tools such as post hole digger, augur, shovel, drill, leaf blower, etc.
- Demonstrates a basic understanding of ADA standards and regulations pertaining to interior signage and parking lot signage as well as parking lot spacing.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	0 years of	No experience required. Experience in the following is desired: installing, repairing, and maintaining a wide variety of signage to include: vinyl, metal, and various other types of materials used in the sign-making process. Internal candidates may be required to provide training and certification requirements as outlined by the Auburn University Facilities Management Policy for some positions.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic physical and mental skills	
Basic math and reading skills	
Ability to use hand tools, power tools, or other equipment	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Valid Driver's License	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting				X		up to 50 lbs
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.