AUBURN
Human Resources

Tech II, Sign

Job Description

JOB INFORMATION

Job Code	ND57
Job Description Title	Tech II, Sign
Pay Grade	ST10
Range Minimum	$39,430
33rd %	$44,680
Range Midpoint	$47,310
67th %	$49,940
Range Maximum	$55,200
Exemption Status	Non-Exempt
Approved Date:	8/6/2026 8:56:47 AM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Construction

JOB SUMMARY

Under general 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

- Creates signage using equipment such as vinyl plotter, engraver, and flat-bed printers.
- Installs signage on monument signs, door directories, building exteriors, and coroplast sheeting.
- Assists in preparing/installation of street marking paint on roadways and parking lots.
- Demonstrates advanced abilities to use hand and power tools such as post hole digger, augur, shovel, drill, leaf blower, etc.
- Demonstrates a working knowledge of ADA standards and regulations pertaining to interior signage and parking lot signage and parking lot signage as well as parking lot spacing.
- Responsible for pressure washing sidewalks and parking lots without supervision.

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	3 years of	Experience with 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.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic to advanced physical and mental skills	
Basic to intermediate math, reading, and writing skills	
Advanced ability to use hand tools, power tools, or other equipment	
Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Valid Driver's License	Upon Hire	Required	And
	Asbestos Abatement Worker	within 180 Days	Required	And
	Traffic Control Technician Certification (ATSSA - American Traffic Safety Services Association)	within 180 Days	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

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.