AUBURN
Human Resources

Tech III, Sign

Job Description

JOB INFORMATION

Job Code	ND58
Job Description Title	Tech III, Sign
Pay Grade	ST11
Range Minimum	$40,690
33rd %	$47,470
Range Midpoint	$50,860
67th %	$54,250
Range Maximum	$61,030
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/23/2023

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Construction

JOB SUMMARY

Under limited supervision, responsible for performing work on campus-wide signage and street line painting to ensure a safe work environment for university students and staff. Responsible for the safe handling, installation, and removal of materials used for parking lot, crosswalk, and street markings such as water/oil-based paints and torch grade thermoplastic. Troubleshoot and executes major or complex repairs and project designs for interior/exterior sign projects such as building name lettering, monument sign installation, street signage, door directories, and way- fining signage to include ADA requirements. Provides communication to campus clients and Facilities Management concerning project updates, work quotes, and material standards.

RESPONSIBILITIES

- Serves as one of the university's technical experts on sign materials, repairs, removal, and maintenance. Plans, schedules, and oversees major project installation.
- Serves as one of the university technical experts on parking lot layout, crosswalk and stop bar installation, and street marking to include ADA compliance.
- Serves as the technical expert for all shop machinery such as engravers, vinyl plotter, flat-bed printer, and motorized paint sprayer. This carries the expectation that this position would be responsible for training of lower-level technicians.
- Performs inspections on campus buildings for materials that may get disturbed during signage removal/installation that may contain asbestos and/or lead-based paint.
- Coordinates and plans assigned work order priority. Identifies options, develops solutions, and takes action when responding to customer requests.
- May be required to serve in an on-call status and remain work-ready when scheduled Sign Shop work is being conducted on Auburn Universities campus after hours and/or on weekends.

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	5 years of	Experience in 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 LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Valid Drivers License		Required	And
	Asbestos Abatement Worker	within 180 Days	Required	And
	Traffic Control Technician Certification	Upon Hire	Required	And
	Pavement Marking Technician Certification	within 1 Year	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.