JOB INFORMATION
Job Code: ND56
Job Title: Tech I, Sign
Pay Grade: ST09
Range Minimum: $32,000
33rd %: $36,267
Range Midpoint: $38,400
67th %: $40,533
Range Maximum: $44,800
Exemption Status: 
Date Last Edited: 1/17/2024 2:34:06 PM
Legacy Date Last Edited: 8/23/2023

JOB FAMILY AND FUNCTION
Job Family: Production & Skilled Trades
Job Function: Facilities Services
EEO Position Group: 67D - Custodial

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.
• Will be responsible for meeting and maintaining training and certification requirements as outlined by the department's training and credentialing requirements.
• Demonstrates a basic understanding of ADA standards and regulations pertaining to interior signage and parking lot signage as well as parking lot spacing.
• May perform other related duties as assigned.

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 perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.
### MINIMUM EDUCATION & EXPERIENCE

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Focus of Education</th>
<th>Years of Experience</th>
<th>Focus of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>And 0 years of</td>
<td>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. To be considered for Level II, finalist candidates will be required to produce documentation that verifies training and/or certification hours.</td>
<td></td>
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</tbody>
</table>

### MINIMUM LICENSES & CERTIFICATIONS

<table>
<thead>
<tr>
<th>Licenses/Certifications</th>
<th>Licenses/Certification Details</th>
<th>Time Frame</th>
<th>Required/Desired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid Driver’s License</td>
<td></td>
<td>Upon Hire</td>
<td>Required</td>
</tr>
</tbody>
</table>

### PHYSICAL DEMANDS & WORKING CONDITIONS

**Vision Requirements:**

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