



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

<ul style="list-style-type: none">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.
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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

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School		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. To be considered for Level II, finalist candidates will be required to produce documentation that verifies training and/or certification hours.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Vision Requirements:

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