



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	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:	Facilities Services

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	No supervisory responsibilities.
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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.

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
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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.