JOB INFORMATION

Job Code: ND57
Job Title: Tech II, Sign
Pay Grade: ST10
Range Minimum: $34,400
33rd %: $39,000
Range Midpoint: $41,300
67th %: $43,600
Range Maximum: $48,200
Exemption Status: 

Date Last Edited: 1/17/2024 2:24:55 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 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.
• Will be responsible for meeting and maintaining training and certification requirements as outlined by the department’s training and credentialing requirements.
• Responsible for pressure washing sidewalks and parking lots without supervision.
• 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</td>
<td>3 years</td>
<td>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. To be considered for Level II, finalist candidates will be required to produce documentation that verifies training and/or certification hours.</td>
</tr>
</tbody>
</table>

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 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>Upon Hire</td>
<td></td>
<td>Required And</td>
</tr>
<tr>
<td>Asbestos Abatement Worker</td>
<td>within 180 Days</td>
<td></td>
<td>Required And</td>
</tr>
<tr>
<td>Traffic Control Technician Certification (ATSSA - American Traffic Safety Services Association)</td>
<td>within 180 Days</td>
<td>Required</td>
<td></td>
</tr>
</tbody>
</table>

**PHYSICAL DEMANDS & WORKING CONDITIONS**

**Vision Requirements:**

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