



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

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

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

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
	Valid Driver's License	Upon Hire	Required	And
	Asbestos Abatement Worker	within 180 Days	Required	And
	Traffic Control Technician Certification (ATSSA - American Traffic Safety Services Association)	within 180 Days	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Vision Requirements:

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