JOB INFORMATION
Job Code: ND58
Job Title: Tech III, Sign
Pay Grade: ST11
Range Minimum: $35,500
33rd %: $41,433
Range Midpoint: $44,400
67th %: $47,367
Range Maximum: $53,300
Exemption Status: 
Date Last Edited: 1/17/2024 2:22:38 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 limited supervision, responsible for performing work on campus-wide signage and street line painting to ensure a safe work environment for university students and staff. Responsible for the safe handling, installation, and removal of materials used for parking lot, crosswalk, and street markings such as water/oil-based paints and torch grade thermoplastic. Troubleshoot and executes major or complex repairs and project designs for interior/exterior sign projects such as building name lettering, monument sign installation, street signage, door directories, and way-finding signage to include ADA requirements. Provides communication to campus clients and Facilities Management concerning project updates, work quotes, and material standards.

RESPONSIBILITIES
• Serves as one of the university’s technical experts on sign materials, repairs, removal, and maintenance. Plans, schedules, and oversees major project installation.
• Serves as one of the university technical experts on parking lot layout, crosswalk and stop bar installation, and street marking to include ADA compliance.
• Serves as the technical expert for all shop machinery such as engravers, vinyl plotter, flat-bed printer, and motorized paint sprayer. This carries the expectation that this position would be responsible for training of lower-level technicians.
• Performs inspections on campus buildings for materials that may get disturbed during signage removal/installation that may contain asbestos and/or lead-based paint.
• Coordinates and plans assigned work order priority. Identifies options, develops solutions, and takes action when responding to customer requests.
• Will be responsible for meeting and maintaining training and certification requirements as outlined by the department’s training and credentialing requirements.
• May be required to serve in an on-call status and remain work-ready when scheduled Sign Shop work is being conducted on Auburn Universities campus after hours and/or on weekends.
• May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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 5 years of</td>
<td>Experience in 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.</td>
<td></td>
</tr>
</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 Drivers License</td>
<td></td>
<td>Required</td>
<td>And</td>
</tr>
<tr>
<td>Asbestos Abatement Worker</td>
<td>within 180 Days</td>
<td>Required</td>
<td>And</td>
</tr>
<tr>
<td>Traffic Control Technician Certification</td>
<td>Upon Hire</td>
<td>Required</td>
<td>And</td>
</tr>
<tr>
<td>Pavement Marking Technician Certification</td>
<td>within 1 Year</td>
<td>Required</td>
<td></td>
</tr>
</tbody>
</table>

### PHYSICAL DEMANDS & WORKING CONDITIONS

**Vision Requirements:**

Ability to see information in print and/or electronically.