



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	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 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

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	5 years of	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.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
	Valid Drivers License		Required	And
	Asbestos Abatement Worker	within 180 Days	Required	And
	Traffic Control Technician Certification	Upon Hire	Required	And
	Pavement Marking Technician Certification	within 1 Year	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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.