



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	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 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	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	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.	

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

Physical Demands Category: Other

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.