



JOB INFORMATION

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| Job Code | ND58 |
| Job Description Title | Tech III, Sign |
| Pay Grade | ST11 |
| Range Minimum | \$39,510 |
| 33rd % | \$46,090 |
| Range Midpoint | \$49,380 |
| 67th % | \$52,670 |
| Range Maximum | \$59,260 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 8/23/2023 |

JOB FAMILY AND FUNCTION

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|---------------|-----------------------------|
| Job Family: | Production & Skilled Trades |
| Job Function: | Construction |

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.
- 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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| 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 be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience |
|-----------------|--------------------|-----|---------------------|---|
| High School | | and | 5 years of | <p>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.</p> <p>Internal candidates may be required to provide training and certification requirements as outlined by the Auburn University Facilities Management Policy for some positions.</p> |

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

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.