



MDATE	July 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Sign Fabrication Technician
 DEPARTMENT/DIVISION: Public Works
 REPORTS TO: Traffic Operations Supervisor

SUMMARY: Responsible for designing and fabricating traffic, general and specialty signs as well as decals, stickers and banners for the Signs and Markings Division. Oversees inventory of materials and prepares specifications for related materials and supplies. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Manages daily operations of the sign shop to include ordering, receiving, storing, maintain inventory, pick up/delivery of sign shop products, and materials.
- Creates work orders, schedules, plans and assigns tasks, monitors and evaluates tasks relating to sign shop.
- Fabricates street and traffic signs according to standards stated in the Manual on Uniform Traffic Control
- Produces other types of specialty signs and graphics required to support other departments within the City.
- Designs street sign layouts and fabricates street name signs, laminates sign faces to metal and operates computerized sign system.
- Provides necessary reports, records, and cost estimates for sign fabrication; and documents time and labor costs.
- Meets with vendors of materials and equipment used in the production of signs.
- Researches new equipment and materials to aid in the fabrication and installation of signs.
- Establishes rules and procedures for the safe operation of equipment used for cutting metal, handling of chemicals, inks and cleaning agents required in the printing of signs; ensure shop area has proper ventilation and lighting.
- Subject to emergency callback as needed.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Able to step into the Traffic Operations Supervisor role in the event of the Traffic Operation Supervisor's absence. Assists in divisional budget preparations.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of sign manufacturing and installation techniques.

- Knowledge of basic art and drafting techniques.
- Knowledge of cleaning and maintenance of sign shop equipment.
- Knowledge of a wide range of graphic design techniques and applications employed in the production of signs.
- Knowledge of the Texas Manual of Uniform Traffic Control Devices.
- Knowledge of TXDOT workzone safety requirements and procedures
- Knowledge of chemical hazards and other occupational hazards related to work in the sign shop as equipped.
- Knowledge of City policies, procedures, and organizational structure.
- Knowledge of basic record-keeping of costs, materials, equipment.
- Proficiency in the use of computers and related equipment, hardware, and software.
- Ability to plan for long term and immediate goals of training, production, and improved procedures and sign products.
- Ability to cut letters and manufacture special signs utilizing graphic techniques.
- Ability to instruct others in the operation of all the tools and equipment used in the sign shop in the production of signs, in record keeping, in maintaining equipment and the shop environment in a safe manner.
- Skilled in interpreting graphic engineering drawings, details and dimensions, materials and color schemes.
- Skilled in techniques layout of signs.
- Skilled in interpreting city, state, and national manuals on uniform traffic control devices to ensure sign conformance to required specifications.
- Strong organizational skills and the ability to prioritize and manage multiple programs and assignments.
- Skilled in preparing clear and concise reports and correspondence, including oral, written, and audio/visual presentations.

MINIMUM QUALIFICATIONS:

- IMSA Signs & Markings Level I Certification
- AND
- High School Diploma or G.E.D.
 - One year of experience in designing and fabricating signs
- OR
- An equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities.

PREFERENCES:

- Proficiency with Flexisign Software
- Proficiency in use of Hewlett Packard Digital Sign Printer and sign plotters
- IMSA Signs & Markings Level II Certification
- Work Zone Safety Certification
- Level III Signs & Markings Certification

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, talking, seeing, hearing, driving and manual dexterity.
- Occasional lifting and carrying up to 80 pounds.
- Work is typically performed in standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Work is performed in high and precarious places and near moving mechanical parts.
- Potential exposure to fumes and airborne particles.

CONDITIONS OF EMPLOYMENT:

- Must possess a valid motor vehicle driver license.
- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.
- Work Zone Safety Certification within 1 year of employment
- IMSA Signs & Markings Level II Certification within 1 year of employment