



JOB DESCRIPTION

Sign Technician

Date Prepared: January, 2017

SUMMARY: Under basic supervision, performs a variety of skilled tasks in the maintenance, construction, and installation of signs and related Traffic Control Devices throughout the City; designs, lays out, and fabricates a variety of signs; may lead a small crew; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Review and discuss sign requests and work orders to determine estimates according to sign location, shape and dimension, materials used, and labor required.
- Design and create signs in a variety of mediums, including computer engraved, computer cut vinyl, stenciled, and fabrication.
- Order and maintain materials and supplies.
- Select appropriate materials, size, shape, and scale of letters and logos used in the signs.
- Contact suppliers and vendors to order materials and supplies.
- Determine if refurbishment or replacement is necessary of existing signs that are damaged, faded, or deteriorated.
- May train and lead a small crew in the performance of assigned duties under general supervision.
- Clean and maintain equipment.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Graduation from high school OR GED equivalent AND four years of experience in Public Works construction, street, sewer, traffic maintenance, or graffiti removal is required. Two years of required experience must be in sign fabrication.

Knowledge of:

- Practices, tools, materials, and installation methods.
- Equipment utilized in sign making and traffic control device use.
- Occupational hazards and safety precautions required in the public works field.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Using all tools of the trade.
- Operating light trucks and sign installation equipment safely and efficiently.
- Reading and interpreting basic blueprints and work orders.
- Performing physically strenuous tasks on a continuous basis in a variety of environmental conditions in a safety conscious manner.
- Effectively training and supervising a small crew.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Must obtain an International Municipal Signal Association (IMSA) Signs and marking certification within one year.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in both indoor and outdoor environments. Incumbent shall be exposed conditions normally encountered in both indoor and outdoor environments, including machinery and its moving parts. Physical demands are heavy, consisting of bending, stooping, frequently lifting heavy objects, and lifting and transporting materials and supplies weighing up to 100 pounds on a continuing basis. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours.

Department Head

Date

Personnel Officer

Date