



City of Tempe

SIGN TECHNICIAN

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	140	<i>Department:</i>	Engineering & Transportation
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	ITS Signal Technician II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general supervision from the Traffic Operations Supervisor or from other supervisory or management staff.

May receive technical and functional direction from a Transportation Lead.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience in computer graphic design and screen-printing production. One (1) year of experience in the installation and maintenance of traffic signs, markings, or roadway striping is preferred.
<i>Education:</i>	High school diploma, GED or equivalency supplemented by vocational school or college level coursework in graphics, fine arts or a degree related to the core functions of this position. An associate degree is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of a valid driver’s license. • Possession of, or required to obtain within one (1) year of hire, International Municipal Signal Association (IMSA), Work Zone Temporary Traffic Control Technician, Signs and Pavement Markings Technician Level I & Level II certifications.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform skilled work in the fabrication, design and layout of City signs, logos and insignias, and to assist with the installation and maintenance of traffic signs, markings and roadway striping.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Design, layout and fabrication of City signs, logos and insignias.
- Sketch and lay out sign lettering and design according to Federal, State, City and MUTCD (Manual and Uniform Traffic Control Devices) specifications and/or project needs.
- Construct and stretch silk screen frames; lay out, hand cut and apply process stencil films for silk screen impressions.
- Cut out sign blanks; prime and prepare surfaces for painting and lettering.
- Hand letter and/or silkscreen lettering, designs and insignias.
- Apply decal insignias and graphics.
- Produce visual communication materials for special events.
- Operate print shop tools and equipment including silk screening equipment, paint sprayers, vacuum frame and exposure systems.
- Mix and match paints to specific color requirements.
- Clean and maintain the City's sign and paint shop materials, machinery and tool inventory.
- Make routine and emergency purchases as authorized and required; install and set up signs and traffic devices as required.
- Assist Transportation Workers with installation and maintenance of traffic signs, markings, and roadway striping.
- Operate a variety of specialized equipment such as paint strippers, paint guns, drill presses, forklifts, and bucket trucks.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Revised September 1997

Revised October 2001

Revised January 2017 (add physical/mental activities)

Revised August 2018 (update min quals, essential job functions, and job duties)

Revised March 2019 (PW Reorg – moved to Engineer & Transp. Dept)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Sign Technician

Job Code: 140

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*		X		
Electrical*	X			
Power Tools*		X		
Hand Tools*			X	
Personal Protective Equipment*		X		
Computer Software			X	
Fumes		X		
Chemicals			X	

ENVIRONMENT				
Indoors			X	
Outdoors		X		
Working in or around water		X		
Extreme Heat		X		
Extreme Cold	X			
Office Setting		X		
Confined Spaces	X			
Excessive Noise**	X			
Heights		X		
Sewage Exposure	X			
Bodily Fluid Exposure	X			

ENDURANCE				
Sit		X		
Stationary / Stand			X	
Traverse / Move			X	

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)		X
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)		X
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs			5-25lbs		
26-50lbs	X	X	26-50lbs		
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat		X
Kneel / Crawl		X
Above Shoulder Level		X
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion		X
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**