

City of San José
CLASS SPECIFICATION

TITLE: Sign Shop Technician (3717)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Airport	Maintenance Supervisor	Non-exempt

CLASS SUMMARY

Under general supervision, performs skilled production work in the design, production and installation of signage and graphics. Signage includes wayfinding, informational and regulatory signage, interior and exterior, varying in size and form; graphic work includes posters, banners and other assorted graphic element. Performs related work as required. Incumbents in this classification are required to lift and move heavy objects and perform strenuous activities. Occasional night and weekend work may be required.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class participate in sign shop operations including signage development, fabrication, and installation. This class differs from the next higher level class of Maintenance Supervisor in that incumbents of the latter class supervise the entire sign shop operation and are responsible for work of greater scope.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Any combination of education and experience equivalent to completion of high school, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate and six years of experience in sign production and installation. Completion of an Associate Degree or equivalent (two years of college courses - 60 semester/90 quarter units) in Engineering Technology, Graphic Design, Industrial Design or related field from an accredited college may be substituted for two (2) years of the required experience.

Required Licensing (such as driver's license, certifications, etc.)

Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

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Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of the methods, equipment and materials used in the manufacture and maintenance and signs.
- Knowledge of the principles, techniques, and standard specifications governing sign use and installation.
- Knowledge of required safety regulations and practices when working around machinery.
- Knowledge and ability to use computer applications in signage production, inventory management, word processing, and spreadsheets.
- Ability to interact and relate to others, demonstrating a positive attitude and work ethic.
- Ability to maintain effective public relations.
- Ability to analyze situations and take the proper action.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Ability to coordinate and manage the fabrication and installation of various signage projects.
- Ability to interpret and work from sketches, penciled layouts, blueprints and signage design diagrams.
- Ability to interpret and apply established guidelines and procedures.
- Ability to make materials lists and estimates.
- Ability to operate the equipment and tools used in sign production.
- Ability to follow written and oral instructions.
- Ability to independently carry out special assignments and/or analyses.
- Ability to instruct, supervise and direct the activities of signage staff.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Under supervision, prioritizes assigned projects and work requests to complete on schedule to support department operational requirements. Investigates requirements and determines appropriate course of action. Plans method for completion: development, production, fabrication, assembly and installation.	Continuous
2.	Creates and modifies computerized graphics with high level of technical expertise utilizing complex and specialized graphic software to ensure quality output and color expectations are met.	Continuous
3.	Produces signage and graphics by operating and maintaining vinyl cutting plotters, thermal printers and state of the art large format digital imaging printers.	Continuous

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
4.	Fabricates and assembles signs using knowledge of sign industries substrates, hardware and application processes. Utilizes skilled hand techniques, pneumatic squeeze applicator, laminators, shears, hand and power tools.	Continuous
5.	Installs signs and graphics on roads, buildings and portable devices using knowledge of fastening hardware and materials, portable generators, power tools, electric band saws, drill presses, hand tools and with the use of ladders, scaffolds and aerial lift equipment. Ensure all installations are durable and follow Safety and Traffic Control practices.	Continuous
6.	Reports daily to the supervisor and reports the tasks accomplished, time, material, hardware and equipment usage.	Continuous
7.	Operates automotive equipment, including scissor lifts to transport equipment and materials such as poles, ladders, tools and safety equipment and signs.	Continuous
8.	Develops sign layouts and graphic designs (for review and approval by others).	As Required
9.	Assists in the preparation of cost estimates (time and materials) for sign projects and verifies the availability of supplies and materials.	As Required
10.	Assists in special studies to determine the feasibility of new procedures and methods relative to the development or performance of signage systems and signage equipment	As Required
11.	Participates in a sign shop safety program.	As Required
12.	Provides general maintenance of signs and graphics (general cleaning and graffiti removal).	As Required
13.	Assists in training staff in the proper operation of all machinery, equipment and tools involved in the fabrication and installation of signs.	As Required
14.	Inspects signage work by contractors and performs final inspections.	As Required
15.	Assists in the implementation and evaluation of a variety of technical, safety, and customer service training programs for signage personnel.	As Required
16.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY: Established 9/10; 3717s001
