

## **CLASS TITLE: SIGN FABRICATOR II**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for skilled lead work in the design and fabrication of traffic control signs, markers, special department and agency signs and vehicle identification decals and other related assigned duties.

### **ESSENTIAL TASKS:**

- Designs and fabricates signs using specialized computers, software, plotters, silk screening equipment, printers, cutters and other processes to create standard or customized signs
- Performs skilled planning, design and layout of graphic art work for decals, special department signs and traffic control signs
- Acts as working lead/trainer over a small group of workers or an individual engaged in the fabrication of signs and decals, application of reflective sheeting to metal, spray painting traffic control lights, hoods, fittings and other metal apparatus
- Processes photographic film and sets up for preparation of silk screen printing signs
- Maintains an inventory of materials and supplies for the sign fabrication and spray painting shops
- Operates various power hand tools and equipment and various light automotive equipment and performs maintenance on graphic arts equipment and tools
- Resolves signage related complaints/issues
- Prepares and maintains daily and monthly reports
- Researches and/or consults guidelines for proper sign specifications to ensure adherence to all traffic and safety regulations
- Must report to work on a regular and timely basis.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), preferably including or supplemented by coursework in graphic or industrial arts and five (5) year's of experience in sign fabrication or related graphic work; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of the methods, equipment and materials used in silk screen preparation and printing and graphics practices, materials, techniques and equipment; considerable knowledge of several different graphics software; considerable knowledge of the proper methods of preparing various material surfaces for the application of paint, reflective sheeting and other materials common to marking of traffic signs and markers; considerable knowledge of the characteristics and uses of various kinds of paint, enamel and similar materials and good knowledge of state and federal sign specifications, standards and safety requirements. Ability to plan, design, lay out and fabricate graphic art work; ability to lead, train and instruct others in proper and safe work procedures; ability to keep accurate records; ability to communicate verbally and in writing effectively; ability to safely operate and maintain a wide range of graphic arts equipment; ability to evaluate materials and processes to choose the most cost efficient production techniques; ability to resolve signage related complaints/issues rapidly; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information. Skill in graphic arts and utilizing computer software required for creating signs; and skill in the use of spray paint equipment and silk screen apparatus.

Physical Requirements: Physical requirements include frequent standing and walking; frequent lifting up to 5 pounds and occasional lifting up to 50 pounds; occasional carrying up to 10 pounds; frequent carrying up to 50 pounds and occasional carrying up to 10 pounds; frequent pushing up to 50 pounds; occasional pulling up to 90 pounds; constant use of color vision, visual acuity, depth perception, field of vision and accommodation; constant handling; frequent stooping crouching and fingering; and occasional balancing, kneeling, feeling, climbing, talking, hearing, smelling and twisting.

Licenses and Certificates: Possession of a valid Oklahoma Class "A" Commercial Driver's License within six (6) months of hire date may be required in some positions; International Municipal Signals Association (IMSA) certificate in work zone safety preferred; IMSA signs and markings level I and II certifications preferred and forklift operator's license preferred.

**WORKING ENVIRONMENT:** Working environment is primarily indoors. May be exposed to traffic, excessive heights, cramped work area, hazardous materials, flammable liquids, cutting/chipping/grinding and toxic fumes/vapors/odors.

**Class Code: 7506**

**EEO Code: N-07**

**Pay Grade: LT-18**

**Group: Labor and Trades**

**Series: Equipment and Plant Management**

**Effective date: June 15, 2011**