

TRAFFIC SIGN TECHNICIAN

JOB DESCRIPTION

Classification Responsibilities: A Traffic Sign Technician performs a variety of semiskilled tasks involved in the design, layout, and fabrication of traffic and street signs, logos, or insignias. An employee of this class uses a personal computer to design signs using sign-making software; maintains a sign library; performs semiskilled tasks fabricating traffic and street signs; reviews sign face submittals; and performs inventory checks to ensure adequate stock of sign blanks and sheeting is on hand. The class performs related duties as required.

Distinguishing Features: A Traffic Sign Technician may assist the Traffic Operations Worker II by installing and maintaining traffic and street signs as directed. The work can be physically strenuous, and the incumbent must be physically fit for bending, stooping, stretching, lifting, and carrying heavy equipment and material. The Traffic Sign Technician may be called out for emergency situations and required to work standby and overtime. An employee of this class may provide technical supervision to other employees assigned to the Sign Shop during heavy workload periods. This class may assist in performing the duties of a Traffic Operations Worker II as needed. The position reports to the Lead Traffic Sign Technician through on-site observation of work in progress, completed projects, meetings, and reports. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from high school or GED and any combination of training, education, or experience equivalent to good (1 - 3 years) work experience in sign layout, design, production, installation, and maintenance work.

Special Requirements. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Computer experience using traffic sign-making software such as Flexi is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates information to the public regarding the installation of signs near their property and answers questions while working in the field. Communicates with vendors to order materials and supplies, replies to customer questions regarding trimming of trees to clear view of signs, and replies to citizen inquiries when needed. Provides directions for all related work associated with sign installation and removal. Communicates with Blue Stake representatives regarding activities for repair or replacement of signs in the field. Produces written documents and daily reports regarding the operation of the sign shop.

Manual/Physical: Utilizes a graphic computer system in the manufacturing of traffic signs, layout design, and storage of designs in the computer for future use and records. Determines sign layouts for fabrication. Fabricates signs in the sign shop through application of pressure sensitive adhesive material to metal sign blanks. Uses graphic instructions such as: blueprints, schematic drawings, layouts or plats to select, fabricate, and install signs and other traffic control devices in proper location/order. Uses tools such as: metal shears, power sanders, power grinders, drill press, portable jackhammer, acetylene cutting torch, bucket truck, and fork lift. Uses common hand tools such as: hammer, saw, screwdriver, speed ratchet, and open end wrenches to repair, replace, install, or reset traffic control signs. Operates a motor vehicle requiring a valid Arizona Driver's License to install and maintain signs or move supplies and materials. On an as-needed basis, performs the following: installs and maintains signs in the field and may set up temporary traffic control devices to allow work to be completed on roadways; inspects signs maintained by the City for damage, vandalism, and graffiti; works in close proximity to moving traffic, audible backup alarms, and construction equipment; measures distances using digital (truck mounted) direct read distance measuring device, and decimal or fraction rulers to layout and design signs. Meets scheduling and attendance requirements.

Mental: Provides direction to employees assigned to assist in the Sign Shop. Sets up dimensions and legends on signs independently. Coordinates Blue Stake requirements with field personnel.

Knowledge and Abilities:

Knowledge of:

the tools, materials, and construction methods used in sign installation and maintenance;
federal and state sign standards;
traffic control device installation procedures and maintenance, and traffic control procedures utilizing barricades and traffic cones; and
Manual on Uniform Traffic Control Devices.

Ability to:

provide input to supervisor regarding employee performance as necessary, and provide guidance and direction to other employees;
fabricate traffic and street signs using an applicator machine;
design all types of signs for traffic or streets;
review subdivision plat maps to determine new street sign requirements;
provide assistance in maintaining an inventory for sign shop materials;
accurately verify maintenance records;
estimate time and materials needed for sign installation and repair work;
anticipate changing needs for materials, and assist in maintaining an adequate inventory;
install and replace traffic control and street signs; and
establish and maintain effective working relationships with the general public and fellow employees.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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PAY GRADE: 42
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SWORN-No