

## LEAD TRAFFIC SIGN TECHNICIAN

### JOB DESCRIPTION

**Classification Responsibilities:** A Lead Traffic Sign Technician is responsible for directing, reviewing and participating in the daily activities of Traffic Sign Technicians and other staff assigned to the Sign Shop performing semiskilled tasks involving the design, layout, and fabrication of traffic and street signs, logos, or insignias. In addition to performing the duties of a Traffic Sign Technician, responsibilities also include: instructing and training staff; planning, prioritizing, and assigning daily work; monitoring and controlling shop material expenditures; maintaining proper inventory of all signs in stock using a computerized inventory system; reviewing incoming deliveries for accuracy, quality, quantities and processing of delivery paperwork; interpreting plans and work orders to prepare work schedules and determine cost of signs; assisting with evaluating the performance of staff; and handling performance-related issues. This class is responsible for performing related duties as required.

**Distinguishing Features:** Work requires the incumbent to exercise initiative and independent judgment in determining appropriate sign design and fabrication methods, as well as thorough attention to detail in ensuring the accuracy and completeness of assignments. They are responsible for developing and modifying Mesa Standard Specifications under direction of the Transportation Engineer or Traffic Operations Supervisor. They also review all submittal drawings of new sign layouts for accuracy and to ensure they meet City standards. The Lead Traffic Sign Technician may be called out for emergency repairs and may be required to work stand-by and/or overtime. The Lead Traffic Sign Technician is supervised by the Traffic Operations Foreman II through on-site observation of work in progress, completed projects, meetings, conferences, and reports. The Lead Traffic Sign Technician class differs from the Traffic Sign Technician by having responsibility for leading and directing staff in the sign shop and maintaining a computerized inventory control system. 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 considerable (3 - 5 years) work experience in sign layout, design, and fabrication.

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

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Some supervisory or lead work experience is highly desirable. Previous experience operating a personal computer, or graphic computer system is preferred.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, vendors, management, contractors, and other government agencies including city, county and state governments. Instructs and trains staff in an on-the-job setting regarding the fabrication, weeding, and formatting of signs. Prepares written documents with clearly organized thoughts and using proper sentence construction, punctuation, and grammar, in order to complete performance appraisals, to provide cost estimates for labor and materials for a variety of sign types, etc.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures, federal regulations (example: Manual on Uniform Traffic Control Devices), and state regulations (example: the state specifications for sign design, guidelines set by the City Traffic Engineer regarding sign design, etc.). Monitors and checks the work of Traffic Sign Technicians and other staff assigned to the Sign Shop including sign design and fabrication. Inspects, monitors, and evaluates information, work-related conditions, and sign design to determine compliance with prescribed operating, safety, or other standards, regulations and guidelines related to the design and fabrication of all street name, traffic control, and specialty signs. 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. Fabricates signs in the Sign Shop using digital printing equipment direct to pressure sensitive adhesive material for application to metal sign blanks. Keeps computerized inventory up-to-date and keeps stock on hand of materials such as: roll goods, prefabricated sign faces, prefabricated signs, and sign blanks at adequate levels to maintain production. Uses common hand tools such as a hammer, saw, screwdriver, band saw, portable drills, drill press, portable sander, band sander, grinder, hydraulic cutter and other various hand and electric tools with appropriate protective equipment (safety goggles, glasses, gloves, shields, etc.) to perform job duties. Operates a ½ ton and a 1-ton truck requiring a standard Arizona Driver's License as well as a forklift to move supplies and materials. Operates a variety of standard office equipment including a calculator to prepare cost estimates. Enters data or information into a personal computer. Prepares and/or updates maps in order to keep plat maps current for the addressing of signs. Prepares boxed and/or bundles of mail or other material including layouts and specifications of signs, signs sent to vendors, returns and/or repairs of equipment. Performs physical inventories of sign blanks, fabricated signs, and sign sheeting material. Moves pallets of square tubing, pallets of sign blanks, and pallets of sheeting material with a forklift from the warehouse to the Sign Shop. Moves boxes of sheeting material. Works with cleaning fluids and chemicals ensuring that all safety precautions are followed and that the personal protective equipment is worn. Sets up and/or removes barricades, traffic cones, or similar objects to secure the safety of the public by setting out portable signs due to accidents or conditions that may have damaged signs. Works in a variety of weather conditions. Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, and monitors the design and fabrication of street name and traffic control signs for the City, as well as specialty signs for other City departments. Directs and evaluates the work of Traffic Sign Technicians and other staff assigned to the Sign Shop in the design and fabrication of signs. Prioritizes and assigns work to staff. Resolves procedural, operational, and other work-related problems. Coordinates work activities with other City departments, other agencies and private contractors. Coordinates and interprets work requests with Transportation Department staff.

Coordinates work requests with City contractors. Shares information and work methods/procedures with other cities. Requisitions inventory and materials with supervisor and City vendors. Performs mathematical calculations, statistical computations, and cost analyses to estimate the cost to design and fabricate signs. Comprehends and makes inferences from work requests to direct the design and fabrication of signs. Understands and/or interprets layouts or other visual aids in order to plan, organize, prioritize, and delegate sign design and fabrication. Estimates labor and/or material costs from work requests. Learns job-related material through on-the-job training regarding sign design and fabrication. Learns job-related information in a classroom setting regarding supervisory and other required City training.

**Knowledge/Abilities:**

Knowledge of:

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:

direct the work of others involved in designing and fabricating street signs;  
assist with performance appraisals;  
review subdivision plat maps to determine new street sign requirements;  
monitor and control shop material expenditures;  
maintain a perpetual inventory for Sign Shop supplies;  
accurately verify maintenance logs;  
compile time sheets and review work sheets;  
estimate time and materials needed for sign installation and repair work;  
interpret plans and work orders to prepare work schedules;  
anticipate changing needs for materials, and maintain an adequate inventory; 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 this job change.

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JOB FCTN-TEC

PAY INCREMENTS 49-200

PAY GRADE: 43

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