

3210

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

05/02/05

Revised

TITLE: SIGN TECHNICIAN

DEFINITION

Under general supervision, to perform skilled work in the fabrication and repair of a variety of signs and other markings used in traffic regulation and in street and vehicle identification; to perform a full range of technical work in designing graphic displays and art work; and to do related work as required.

REPORTS TO: Street Maintenance Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Lead Sign Technician and the Street Maintenance Supervisor.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Fabricate a variety of signs and other markings used in traffic regulation in accordance with federal, state and local regulations.
- Screen print signs, decals, licenses, badges, and other markings; process positives utilizing cameras and plate-maker; develop and adhere silk screens to frames utilizing vacuum applicator.
- Engrave plastic and metal signs utilizing manual and computer engravers; create name tags, badges, plaques, and assorted engraved markings.
- Design and create posters, show cards, camera and camera ready artwork utilizing graphic art techniques, manual and computer equipment and use of a variety of acrylic and enamel paints and markers.
- Design presentation plaques, city exhibits, and displays using plastics, wood, paint, metal and other fabrics; use a variety of carpentry tools and equipment and appropriate finishing techniques.
- Assist in the maintenance of necessary records and preparation of reports.
- Maintain an inventory of frequently used signs and order supplies and materials used in the work as assigned.
- Assist in storm control and other street maintenance activities as required.
- Load and unload materials as needed.
- Assist and maintain in the fabrication of barricades and traffic control devices.
- Utilize computers, graphic arts software, plotters and routers to design and produce signs, banners, posters, decals and displays.
- Operate and maintain various tools and equipment required in a sign shop operation.
- Report all hazardous conditions.
- Participate in special City events as required.
- Respond to public inquires.

- Respond to emergencies as directed by Public Safety.

QUALIFICATIONS

Knowledge of:

- Methods, materials, equipment and techniques used in sign layout, preparation and finishing.
- Basic graphics, including design principles, layout and lettering techniques, and copy preparation.
- Occupational hazards and standard safety precautions necessary in performance of work.
- Safe work practices.
- Safe driving principles and practices.
- Basic principles, practices and methods of handling or responding to hazardous spills.

Ability to:

- Understand and carry out oral and written instructions.
- Plan and design graphic art pieces that will communicate an idea or theme.
- Set up, operate and maintain sign shop equipment and supplies.
- Prepare signs in accordance with federal, state and local regulations.
- Maintain records and prepare reports as required.
- Letter, draw, draft and prepare materials for reproduction.
- Work with various chemicals and/or materials.
- Rotate within other work groups.
- Work with other departments as assigned.
- Train personnel.
- Operate a forklift.
- Assist with traffic control.
- Work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade.

Experience: One year of experience in the preparation of a variety of signs and other markings. Prior experience in drafting or commercial arts is desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of or ability to obtain an appropriate, valid Class "C" California Motor Vehicle Operator's license.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Sign Technician

TO: Lead Sign Technician