



City of Irving Job Description

Traffic Sign Technician I

FLSA Status:	Non-Exempt	Job Department:	Traffic & Transportation
Job Code:	T912	Reports To (Job Title):	Section Chief (Traffic)

PURPOSE

To perform skilled work in the fabrication and screen printing of city traffic signs, logos, and insignias Sets up and participates in traffic speed and count studies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Perform a full range of traffic sign shop activities including the design, layout, fabrication, and silk screening of city traffic signs, logos, and insignias.
- Sketch and lay out sign lettering and design to meet city specifications.
- Construct silk screen frames and lay out, hand cut, and apply process stencil films for silk screen impressions.
- Cut out sign blanks and prime and prepare surfaces for sheeting and screening.
- Set up and participate in traffic speed and count studies
- Design and develop signs and graphics using a computer.
- Monitor inventory of tools, equipment, and materials and notify appropriate personnel of low stock.
- Clean and maintain the city's sign shop materials, machinery, and tool inventory.
- Perform duties as assigned, including cross training in other sections of Traffic Operations Division.

OTHER DUTIES AND RESPONSIBILITIES

- Respond to after-hours callback for emergency conditions.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

City issued p-card for purchasing supplies, and materials.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade.

EXPERIENCE

- Minimum of one (1) year of experience in sign making, silk-screening, traffic count studies and sign fabrication.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license, or the ability to obtain one, may be required.

KNOWLEDGE OF

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Design: Design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Service Orientation: Actively looking for ways to help people.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Oral and Written Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.

- Reading Comprehension: Reading and interpreting documents.
- Self-Management: Working independently and without supervision.

GUIDANCE RECEIVED

On-going Instructions and Range of Procedures

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

OUTSIDE CONTACTS

Interacts with other departments, vendors, and citizens.

EQUIPMENT AND PROPERTY

This position utilizes a computer, plotter, fax, copier, scanner, sign-making software, squeeze roller applicator, tennsmith, and vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to balance, carry, grasp, handle, feel, lifting up to 10 pounds, listen, sit, stand, talk, walk and/or see. Frequently, s/he is required to drive a vehicle, push, pull, reach, smell, and/or stand. S/he occasionally is required to climb, run, and/or stoop.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to extreme vibration, confining work space, electrical hazards, extreme temperatures or weather conditions, noise, hazardous traffic conditions, and/or toxic or caustic materials. The noise level in the work environment is usually moderate.

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.