

CITY OF GLENDALE

TITLE:	Sign Fabricator	CLASS CODE:	841
REPORTS TO:	Traffic Signs & Markings Supervisor	GRADE:	19
DEPARTMENT:	Traffic Engineering	FSLA:	N

JOB SPECIFICATION DATE: December 29, 2006 cm

JOB SUMMARY

Performs fabrication of all types of traffic and street signs in the Traffic Engineering Division's Sign Shop. May lead and direct the activities of other workers within the signs and markings division.

ESSENTIAL FUNCTIONS

1. Performs computer graphics processing, silk screening and fabrication of all traffic signs.
2. Performs computer aided graphics and art design work; makes decisions on letter size, spacing, length and width of sign, size of sign and amount of ink to be used.
3. Operates automated screen printer and dark room equipment.
4. Operates heat lamp vacuum applicator, letter cutting machine, cutting table, silk printing table, ultraviolet exposure table and cutting/band saw; performs maintenance and minor repair on equipment.
5. Participates in and prioritizes work and decides what equipment and materials are needed to accomplish work assignments; may lead and direct the activities of other workers within the signs and markings division.
6. Reads blueprints and interprets plans.
7. Assigns work, materials, equipment and tools to sign crew.
8. Inventories and orders sign fabrication materials
9. Maintains daily work report including materials used and time spent.
10. Monitors and oversees the work of all employees assisting with sign fabrication duties
11. Cleans and maintains the shop area.

SECONDARY FUNCTIONS

12. Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The procedures, materials, tools, equipment, and safety hazards and precautions common to sign fabrication
- The Uniform Traffic Control Devices and Glendale Safety Guidance Instructional Manuals as they relate to sign fabrication
- The preparation of graphics and art designs for signs

Ability to:

- Determine what equipment, tools, manpower and materials will be needed to complete each project
- Operate a graphics computer for sign design and fabrication
- Operate equipment including the heat lamp vacuum applicator, the letter cutting machine, cutting table, silk printing table, ultraviolet exposure table, automated screen printer, dark room equipment, and cutting/band saw
- Perform maintenance and minor repair on fabrication equipment

WORKING CONDITIONS

Work involves using paint, thinner, acids and ink, which may cause fumes. Requires the lifting and cutting of large fabricated signs and sign materials.

MINIMUM QUALIFICATIONS

College or vocational school course work in graphics design and two years experience fabricating signs using a computerized graphics machine. Possession of Level 1 and Level 2 IMSA Signs and Markings certifications.

Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities is qualifying.

SPECIAL REQUIREMENTS

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.

Valid Arizona driver's license