



City of Phoenix

SIGN SPECIALIST II

JOB CODE 71580

Effective Date: Rev. 07/99

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform skilled tasks in the design and manufacture of signs. Duties include using specialized computers, scanners, software, plotters, silk screening equipment, engravers, and other processes to create standard or customized signs. Types of signs produced include traffic signs and other exterior signs, as well as interior building signs such as directional signs, ADA and life safety signs, banners, and name plates. Types of sign material include aluminum, vinyl, plastic, brass, glass, and wood, among others. Work involves interacting with customers or vendors to discuss needs and to advise on different methods, materials, wording, and size/placement of signs. Incumbents often work independently and exercise discretion and judgment for such tasks as editing graphics, mixing paint or inks, and maximizing the capabilities of the sign-making computers, software, and other equipment. Some Sign Specialists II serve as lead workers in the absence of the shop supervisor. Work is performed under general supervision of a Traffic Maintenance Foreman III, Building Maintenance Foreman or Supervisor, Aviation Supervisor I, or other supervisor.

ESSENTIAL FUNCTIONS:

- Designs and produces standardized and special signs through the use of modern sign-making technology, silk screening, or other appropriate processes.
- Performs silk screening art work.
- Installs signs in specified locations.
- Repairs and replaces signs.
- Makes plastic engraving and vinyl signage.
- Performs daily maintenance and cleaning of equipment.
- Coordinates assignments and makes decisions regarding sign requests.
- Mixes ink, transparent or opaque, to be used during the silk screening process.
- Cleans indoor shop areas using brooms, mops, or other similar tools for the safety of staff and maintenance of buildings.
- Checks sign shop inventory to ensure that required materials are kept on hand for use in performing job responsibilities.
- Instructs employees in sign layout, reflectorizing, and sheeting to gain maximum usage of materials.
- Orders sign shop materials using a written purchase order.



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- Keeps records related to sign specifications, work order requests, materials used, labor expenditures, job status, estimates, and proposed or completed projects.
- Operates a bucket truck/boom truck as needed for installing, repairing, or removing overhead signs on roadways.
- Digs holes as necessary to properly install standing signs.
- Leads other employees in performing work involved in sign layout and production.
- Trains new and existing staff in existing work methods.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- English grammar and spelling used in the development of signs.
- Standard design layout and the use of borders, margins, alignment, letter spacing, etc.
- The characteristics and uses of paints, primers, reflectors, thinners, inks, and metal sheeting used for sign production.
- Modern sign-making technology and software.

Skill in:

- Sign layout using computerized sign-making equipment.
- The use of tools, paints, inks, and thinners used in the manufacture of signs.

Ability to:

- Perform lead responsibilities over others.
- Make simple mathematical computations in the layout of signs (division, addition, subtraction, and multiplication of fractions and decimals).
- Establish priorities for own workload based upon such factors as the need for immediate action, work objectives, work schedule, knowledge of future need, etc.
- Communicate orally with customers, clients, and the public in face-to-face one-on-one settings, or using a telephone.
- Make skillful, controlled manipulations of small objects.
- Bend or stoop repeatedly or continually over time to work on sign layout.
- Draw or letter charts, signs or similar objects.
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- Draw or letter charts, signs or similar objects.
- Move light objects (less than 20 pounds) long distances (more than 20 feet).
- Understand and follow written and oral instructions in the English language.
- Work with cleaning fluids, chemicals, inks, paints or similar solutions using only normal protective equipment.
- Enter data or information into a terminal, PC or other keyboard device.
- Operate power tools such as drills, rivet guns, saws, spray guns, and precision cutting tools.
- Work cooperatively with other City employees and the public.
- Work safely without presenting a direct threat to self or others.
- Complete form to record or report information in standard format as specified by the form.
- Observe or monitor objects to determine compliance with prescribed specifications.
- Make fine, highly controlled muscular movement to adjust the position of a cutting edge in sign production.
- Climb ladders or steps to install signs.
- Work at heights greater than ten feet to install signs.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment or shift.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. In addition, individuals may be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of experience in sign production, including experience with computerized sign making equipment and silk screening. Other combinations of experience and education that meet the minimum requirements may be substituted.