

Title: Traffic Sign Fabricator
PG: 31
Status: Civil Service
Position Reports to: Traffic System Operator
Department: Public Works

Class Code: 3831
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is skilled work in the fabrication traffic control signs. Work involves the use of various types of equipment and methods in the fabrication of signs and use of computer operated vinyl cutting equipment. All work is performed in accordance with standards set forth in the Manual of Uniform Traffic Control Devices. It also involves erection of new signs and repair or replacement of damaged signs as needed. Work is performed under the general supervision of the Traffic Signal Foreman, and work is reviewed for results obtained.

ESSENTIAL FUNCTIONS:

1. Operate computerized sign lettering and layout equipment.
2. Layout and hand letter special signs.
3. Responsible for receiving and stocking sign related materials.
4. Responsible for tracking in stock materials and notifying supervisor to re-stock materials.
5. Erect regulatory, warning, and guide signs in accordance with specific standards.
6. Repair or replace damaged signs and bent posts.
7. Install and remove detours and work zone signing and flag traffic when required.
8. Keep computerized records of sign installations and locations.
9. Trim shrubbery that causes sight obstructions at intersections or obstructs traffic control signs.

ADDITIONAL RESPONSIBILITIES:

1. Performs maintenance and servicing of machines and equipment used in signing.
2. Responds to emergency call-outs on critical sign replacements and emergency road closures.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Skill in the use of computerized sign making equipment.
2. Knowledge of the standard equipment, materials, and procedures used in traffic signage.
3. Knowledge of occupational hazards and safety precautions of the job.
4. Ability to understand and follow written and oral instructions.
5. Ability to safely and efficiently operate mechanical equipment and hand tools.
6. Ability to keep accurate records.
7. Ability to establish and maintain effective working relationships with City employees, other agencies, and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires heavy work exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force constantly to move objects.

Requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

The worker is subject to inside environmental conditions with protection from weather conditions but not necessarily from temperature changes and also subject to outside environmental conditions with no effective protection from weather.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Knowledge of Microsoft Windows 2000 and Plotters and/or vinyl cutters.
3. Knowledge of methods and techniques of traffic sign fabrication.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.