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**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for skilled maintenance, computer, and office work in the design and fabrication of traffic control signs, markers, special department and agency signs and vehicle identification decals and other related assigned duties.

**ESSENTIAL TASKS:**

- Assists with design and fabrication of signs using specialized computers, software, plotters, printers, cutters and other processes to create standard or customized signs
- Assists with skilled planning, design and layout of graphic artwork for decals, special department signs and traffic control signs
- Assists with maintaining an inventory of materials and supplies for the sign fabrication shop
- Operates various power hand tools and equipment and various light automotive equipment and performs maintenance on sign fabrication equipment and tools
- Resolves signage related complaints/issues
- Assists with preparations and maintenance of daily and monthly reports
- Researches and/or consults guidelines for proper sign specifications to ensure adherence to all traffic
- Reports to work on a regular and timely basis

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

**QUALIFICATIONS:**

Training and Experience: Must meet the following criteria:

- a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and,**
- b) Three (3) years' experience that prepares one to perform the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Printing and graphics practices, materials, techniques and equipment
- Several different graphics software
- Preparing various material surfaces for the application of paint, reflective sheeting and other materials common to marking traffic signs and markers
- Characteristics and uses of various kinds of paint, enamel and similar materials
- State and federal sign specifications, standards and safety requirements

Ability to:

- Plan, design, lay out and fabricate graphic artwork
- Keep accurate records
- Safely operate and maintain a wide range of graphic arts equipment
- Evaluate materials and processes to choose the most cost-efficient production techniques
- Resolve signage related complaints/issues rapidly

Skill in:

- Graphic arts and utilizing computer software required for creating signs
- Using safe work procedures
- Courteous communication, both written and verbal, with fellow workers, supervisors, other members of the organization and the public in giving and receiving information

Physical Requirements: Physical requirements include frequent standing and walking; frequent lifting up to 5 pounds and occasional lifting up to 50 pounds; frequent carrying up to 10 pounds and occasional carrying up to 50 pounds; frequent pushing up to 50 pounds and occasional pulling up to 90 pounds; constant use of color vision, visual acuity, depth perception, field of vision and accommodation; constant handling; frequent stooping crouching and fingering; and occasional balancing, kneeling, feeling, climbing, talking, hearing, smelling and twisting

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver License
- b) International Municipal Signals Association (IMSA) certificate in work zone safety *preferred*
- c) IMSA signs and markings level I and II certifications *preferred*
- d) Forklift operator's license *preferred*

**WORKING ENVIRONMENT:** Working environment is primarily indoors. May be exposed to traffic, excessive heights, cramped work area, hazardous materials, flammable liquids, cutting/chipping/grinding and toxic fumes/vapors/odors.

**EEO Code: N-07**

**Group: Labor and Trades**

**Series: Equipment and Plant Management**