



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

**TITLE:** Sign Shop Coordinator      **LAST UPDATED:** 01/13/2015  
**DEPARTMENT:** Engineering      **JOB CLASS:**  
**REPORTS TO:** Signs and Markings Supervisor      **FLSA DESIGNATION:** Non-Exempt

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**Summary:** Under general direction of the Signs and Markings Supervisor, the Sign Shop Coordinator performs a variety of tasks in support of management of the sign shop functions for the fabrication of street, traffic and specialty signs, according to local, state and federal laws and regulations. Coordinates daily work order productivity to ensure project deadlines are met, and exceed City standards. Supervises assigned staff and assists with signs and markings budget.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Manages the daily operations of the sign shop to include ordering, receiving, storing, pick up/delivery of sign shop products.
- Creates work orders, schedules, plans and assigns tasks, monitors and evaluates tasks related to the sign shop.
- Maintains live inventory of sign shop records to include signs and materials, and may order materials and supplies as needed.
- Fabricates street and traffic signs according to established standards stated in the *Manual on Uniform Traffic Control Devices*, using computer assisted sign maker, silk screening or other techniques.
- Produces other types of specialty signs and graphics required to support other departments within the City.
- Assists with selection process, supervision, training, counseling, discipline and performance evaluations and on-the-job training of Sign Fabrication staff.
- Provides lead technical design and fabrication guidance to assigned staff.
- Designs street sign layouts and fabricates streets name signs, laminates sign faces to metal and operates computerized sign system.
- Provides cost estimates for sign fabrication; and documents time and labor costs.
- Meets with vendors of materials and equipment used in the production of signs.
- Assists Signs and Markings Supervisor with staffing level requirements during peak production points/days.
- Prepares necessary reports and records to provide and plan for efficient operation of sign shop and as requested by Supervisor.
- Researches new equipment and materials to aid in the fabrication and installation of signs.
- Establishes rules and procedures for the safe operation of equipment used for cutting metal and sealing by heat and pressure.
- Establishes rules and procedures for safe handling of chemicals, inks and cleaning agents required in the printing of signs; ensures shop area has proper ventilation and lighting.
- Functions as the Signs and Markings Supervisor in the Supervisors absence.

### Other Important Duties:

- Must work overtimes as required.
- May be required to work weekends or after hours to support traffic management and operations for special events.

- May travel and attend training to develop and improve knowledge and skills.
- Observe and promote safe work practices and procedures.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills:**

- Knowledge of sign manufacturing and installation techniques.
- Knowledge of basic art and drafting techniques.
- Knowledge in the cleaning and maintenance of sign shop equipment.
- Knowledge of a wide-range of graphic design techniques and applications employed in the production of signs.
- Knowledge of the Texas Manual of Uniform Traffic Control Devices.
- Knowledge of traffic control sign installation, repair, and construction methods and practices.
- Knowledge of guardrail repair procedures.
- Knowledge of TxDOT workzone safety requirements and procedures.
- Knowledge of chemical hazards and other occupational hazards related to work in the sign shop as equipped.
- Knowledge of City policies, procedures and organizational structure.
- Knowledge of basic record-keeping of costs, materials, equipment
- Proficiency in the use of computers and related equipment, hardware and software.
- Proficiency in the use of laminator, die cutting machine, silk screen table, sign maker and roller applicator.
- Ability to plan for long term and immediate goals of training, production, and improved procedures and sign products.
- Ability to interpret sketches, rough layouts, drawings and specification.
- Ability to cut letters and manufacture special signs utilizing graphic techniques.
- Ability to comprehend and interpret the *Manual on Uniform Traffic Control Devices*.
- Ability to prioritize work and respond to emergencies in order to provide the required signs in a timely fashion.
- Ability to instruct others in the operation of all the tools and equipment used in the sign shop in the production of signs, in record keeping, in maintaining equipment and the shop environment in a safe manner.
- Skill in effectively leading and delegating duties to assigned staff.
- Skill in reading maps.
- Skill in interpreting graphic engineering drawings, details and dimensions, materials and color schemes.
- Skill in techniques layout of signs.
- Skill in interpreting city, state and national manuals on uniform traffic control devices to ensure sign conformance to required specifications.
- Skill in effective oral and written communications.
- Skill in preparing reports and correspondence.
- Strong organizational skills and the ability to prioritize and manage multiple programs and assignments.

**Preferred Education, Experience, and Certifications:**

- Bachelor's Degree in Graphic Design, Business Management or related field **and** two (2) years of progressively responsible experience in sign fabrication, **or** equivalent combination of education and experience.
- IMSA Work Zone Safety or ability to obtain within 6 months of date of hire (TEEX course certification will be considered).
- Must possess IMSA Level I Signs & Markings certification.
- IMSA Level II Signs and Markings certification.
- IMSA Level III Signs and Markings certification preferred or must obtain within 12 months of date of hire.

- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess valid State of Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in a variety of settings such as, but not limited to the sign shop area, parts room, office and surrounding environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of kneeling, reaching, stooping, climbing ladders, frequent walking, standing, or lifting approximately 50 pounds and occasional lifting of equipment weighing up to approximately 65 pounds
- May be subject to exposure to extreme weather conditions, potentially hazardous substances and high noise levels.

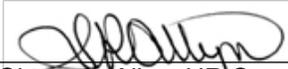
**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, standard office equipment, laminator, die cutting machine, silk screen table, sign maker and roller applicator, and department vehicles.

*Approved By:*

Signed by Shelley Lang, Engineering Division Manager  
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 Shelley Lang, Engineering Division Manager

01/20/2015  
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 Date

  
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 Shannon Allyn, HR Generalist

01/20/2015  
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 Date