

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title      Sign Fabricator  
Sch & Grade   CTL-8  
Class Code    GA24  
FLSA Status   Non-Exempt  
Bargain Unit Elig.   SEIU  
Occupational Group   Maintenance

**PRIMARY PURPOSE:**

Performs design, layout and fabrication of traffic signs both by computer and hand; completes inventory control and order placing for sign panels and materials.

**SUPERVISION:**

Under the direct supervision of the Traffic Operations Supervisor.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Exercises initiative and judgment in determining appropriate sign design and fabrication methods for traffic or special signs using hand lettering, computerization or other methods which may include use of prepared letters, symbols and borders.
2. Designs and fabricates signs to the dimensions, shapes, colors and legends required to conform to the *Manual On Uniform Traffic Control Devices* and/or specifications approved for special signs.
3. Operates a manual pressure roller or vacuum pressure roller to apply sign faces to sign blanks.
4. Fabricates signs using a computerized sign maker using Gerber Graphics/Sign software and/or Adobe Illustrator software as needed to produce traffic signs or special signs.
5. Salvages old or damaged signs using a shear, corner cutter and/or punch press and recycles all usable material.
6. Receives requests and/or complaints from the public and other city staff for sign repair, replacement or installation and completes appropriate forms.
7. Maintains records of daily production for signs fabricated or repaired.
8. Estimates time, materials and equipment required for job assignments; estimates cost of time and materials to complete an assignment.
9. Monitors and maintains inventory of sign making materials, frequently used signs, materials and supplies; responsible for ordering, receiving and stocking sign related materials.
10. Performs routine maintenance and proper care of tools, equipment and work area.
11. Working with Traffic Operations Supervisors, organizes work orders for assignment to field crews.
12. Travels to work site locations to review sign installation requirements as needed as well as to supply locations to pick up materials.
13. Observes prescribed safety practices and operating techniques/procedures.

**IMPORTANT FUNCTIONS:**

1. Attends workshops for professional development purposes.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, procedures and equipment associated with fabrication, design and layout of signs; knowledge of the *Federal Manual on Uniform Traffic Control Devices*. Has good spelling skills and ability to check work orders for spelling. Knowledge of *Gerber Graphics/Sign Software* and *Adobe Illustrator* desirable. Be familiar with computer terminal, standard office word processing and spreadsheet software, and graphics plotter.

**Abilities**

Effectively design, layout, and prepare traffic signs using various methods including free hand drawing, hand lettering and computerized sign making; maintain accurate records and prepare reports for material and/or supply orders; follow oral and written instructions; interpret and work from engineering drawings, hand sketches and standard specifications; be able to learn how to use the City of Springfield traffic sign inventory system to be able to query and retrieve information about existing signs by type and location; perform minor maintenance and operate machinery in a manner consistent with safety principles; utilize proper care for all tools; sort, route and assign work orders in a productive way to sign crews; deal effectively and courteously with associates and the general public; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Typically requires two years of experience in a traffic controls area with at least six months of specialized experience dealing with traffic signing procedures and sign construction fabrication.

**Physical Requirements**

Performs bending, squatting, walking, crawling, kneeling, climbing, and reaching both to ground level and overhead; lift and carry up to 75 pounds; push and pull up to 75 pounds; holds and grips objects; may be required to stand or sit for long periods of time. Must be able to operate a computer keyboard and mouse.

**Working Environment**

Includes both indoors and outdoors with exposure to dust, pollen, and strong fumes; subject to working in a variety of extreme weather conditions; subject to constant and sometimes extreme levels of noise; exposed to poor lighting and ventilation and cramped working space; exposure to mechanical, electrical, and chemical hazards associated with traffic sign making operation as well as safety hazards associated with working in and around machinery.

**Licensing/Certification**

Must possess a valid Missouri Motor Vehicle Operator’s license.

**Miscellaneous Requirements**

Subject to parking lot snow removal rotation within the traffic division of Public Works.

<b>Last Revision:</b>	February 16, 2012	<b>GENERAL ORDINANCE NO.</b> 4157
<b>Comments:</b>	Updated Abilities	<b>Date:</b> September 10, 1990

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_