



SIGN TECHNICIAN ENTRY (Apprentice under-fill only)

4130

GENERAL DESCRIPTION OF CLASS

The SIGN TECHNICIAN ENTRY assists in the design, lay out, and fabrication of traffic control and informational signs using blueprints and drawings.

DISTINGUISHING FEATURES

This class is the first of a three-level classification series. The Sign Technician Entry is an underfill class for the Sign Technician 1 classification. The limited nature of the assigned work, on-the-job training and guidance given distinguish this class from the Sign Technician 1. The agency determines the training period based on the individual's background, success in training classes and level of proficiency as assignments increase in difficulty.

DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed as well as other related duties.

1. Screen Printing/Reflective Sheeting

Assist in the production of screen printed or hand stuck vinyl traffic-control and related signs; apply reflective sheeting to various substrate materials by using laminator applicator and prismatic plotter to cut out legends.

2. Sign fabrication

Assist in the design, lay out, and fabrication of large, extruded aluminum interstate and highway; perform carpentry and sheet metal duties in the manufacture of metal and plywood substrate materials; operates and maintains all non-specialized sign making equipment to include wood- and metal-cutting band saws, circular saws, drill presses, punches, finishing machines, grinders, joiners, planers, scroll saws, air-hydraulic drills, rivet guns, metal shears, and corner machines; lay out and complete final fabrication of special signs using die and scroll-cut legends conforming to Federal Highway Administration standard alphabets and spacing requirements; manufactures screen-printing frames

RELATIONSHIPS WITH OTHERS

The Sign Technician Entry has contact with various levels of staff in other agencies and jurisdictions to provide basic customer services, to exchange information about signs to be produced. Employees discuss material concerns, procedures, equipment problems with and refer technical questions to higher level Sign Technicians.

SUPERVISION RECEIVED

Employees in this class receive close supervision. Work is reviewed for efficiency, procedural accuracy, quality and conformance to agency regulations, policies, and guidelines such as: Manual Uniform Traffic Control Devices (MUTCD); Standards Specifications for Highway Contracts; safety procedures for proper machine and equipment operation, and shop procedures for handling and applying materials.

GENERAL INFORMATION

Employees are frequently exposed to chemicals, fumes, noise, carpentry dust, and moving machinery and are required to wear safety equipment including goggles, respirator, face shield, and ear protection. Employees frequently bend, stoop, lift and carry objects weighing up to 70 pounds. Positions in this class are expected to work in the environment associated with the job.

KNOWLEDGE AND SKILLS (KS)

Basic knowledge of:

Mathematical calculations used in the reading and application of blueprint plans.

Skill to:

Use tools and equipment used in carpentry.
Use hand and power tools.
Add, subtract, multiply, divide and work with decimals as is necessary for the reading, interpretation and application of blueprints for sign making.
Assemble materials necessary for completion of sign orders.
Follow basic verbal and written instruction.
Communicate effectively with ODOT staff, other agency and jurisdiction personnel, private vendors, and the public.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 4/90

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STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division