

City of Fort Worth, Texas Job Description

Classification Title	Signs Fabricator		
Job Code:	ST5250	Job Family:	Service Trades
Pay Grade	504	Date Revised:	07/03/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs skilled work in the design, layout, and fabrication of traffic, street and building signs using a variety of techniques and equipment. Provides technical support to assigned supervisory personnel.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Designs and fabricates traffic, street, building, and other signs by use of silk screening and computer-aided processes.
2. Utilizes computer technology, plotters, engravers, screen-printing, photo emulsion, and reflective sheeting in the design and fabrication of a variety of signs.
3. Performs various warehouse and inventory control work. Issues signs to appropriate personnel.
4. Assists in installation of traffic signs and building signs.
5. Employs safe work practices and follows safety guidelines established by the assigned department.
6. Follows a preventative maintenance schedule for equipment. Inspects and cleans tools daily after use. Assists in the maintenance of supplies according to established City and departmental procedures.
7. Performs related duties as required.
8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Methods, materials, and equipment used in screen-printing and heat activation processes of producing signs.
 - Fundamental sign layout and design procedures.
 - Drafting and graphic arts techniques and equipment.
 - Basic mathematics (addition, subtraction, multiplication and division).
 - Various measuring devices.
 - Common safety precautions and practices.
 - General departmental policies and regulations.
 - Proper techniques and uses of a variety of hand tools and power tools.
- **Skill in:**
 - Planning and prioritizing.
 - Observation and decision-making.
 - Organization and time management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Fabricate signs utilizing screen-printing and Windows based graphic sign layout software.
 - Utilize various types of hand and power tools related to sign design and fabrication.
 - Read work orders and blueprints.
 - Evaluate and follow oral and written instructions.
 - Use various types of measuring devices.

MINIMUM JOB REQUIREMENTS

High school diploma and two years of responsible experience in sign fabrications and design, including silk screening.

OTHER REQUIREMENTS

Valid Texas Driver's License.

Ability to obtain International Municipal Signal Association (IMSA) Signs and Markings Level I Certificate after one year of hire.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.