

Job Information

Job title	Operations Sign & Graphic Technician		Job Code: OPSGTC	Pay Grade: G
Title of immediate supervisor	Supervisor- Public Works			
Department/Division	Engineering / Public Works			
Prepared by	N. Pallan			
Date Created	April 23, 2015	Revised date	Feb 28, 2020	

Job Purpose

Creates sign and wrap designs, manufacturing, installation, and maintenance of municipal signs, assets and related appurtenances. Develops sign design solutions from conceptual to installed completion. Assists or independently prepares sign and road marking cost estimates, layouts and installations. Assists with the implementation of various activities related to sign, road markings and improvements to assets in the road right of way.

Duties and Responsibilities

- Designs and produces a variety of signs as laid out in the Uniform Traffic Control Devices for Canada Manual and BC Traffic Control Manual for Work on Roadways, decals and fleet markings.
- Collaborates with staff in multiple Departments to determine and assess project needs, interprets and explain plans as they relate to design and fabrication of signs (such as: park interpretive signs, way-finding, recreation, fleet markings , graffiti wraps, etc) in accordance to Districts Visual Identity Program.
- Responds to complaints and enquiries from the public, various departments/sections and/or other agencies and takes timely and appropriate action. Provides timely positive customer service interactions.
- Operates specialized computer graphic software systems and equipment (Gerber Omega, CorelDraw, Adobe Creative Suite, Onyx Production House, FlexiSign Pro, vinyl plotters, large format printers, thermal printers, scanners, etc).
- Performs routine daily maintenance of signs and marking equipment (vinyl plotters, large format printers, thermal printer, scanners automatic roll laminator, etc).
- Applies decaling, striping and wraps to municipal fleet vehicles and anti-graffiti wraps to municipal assets.
- Prepares detailed estimates and maintains a variety of records and reports related to costing, maintenance and sign and road markings operations.
- Assists or engages in the installation of all types of road signs and markings throughout the municipality.
- Recommends, develops and applies new or improved work techniques and methods. Determines best materials to use for various sign applications.
- Ensures that work is completed according to municipal specifications and within planned budgets.
- Assists with or performs concrete placement for sign bases.
- Assists with or performs graffiti removal.
- Performs other related duties as required.

Qualifications

- Grade 12 supplemented with one year of post-secondary courses in graphic design, visual communications or commercial arts, including advanced skills with Adobe Creative Cloud software, Gerber Omega and Corel Draw)
- IMSA Level 1 accreditation and certification.

- Two years of experience in sign graphic design, within the last five years.
- Knowledge of graphic designs, vehicle wraps, software, plotters, and other related equipment
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.

Physical Requirements

Sufficient health and coordination to permit performance of work.

Working Conditions

Works indoors in a sign shop and occasionally outside in all types of weather. Available to respond to after hour calls as required.