



Office of Human Resources  
Graphics Technician - CA2533

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### General Statement of Duties

Performs graphics work in a full-service graphic/printing shop environment including layout/graphic, and fabrication of a variety of signs/printouts.

### Distinguishing Characteristics

This class is distinguished from Graphics Designer that designs or creates graphics to meet specific promotional needs, such as newsletters, reports, brochures, pamphlets, displays, logos, web design or other related visual materials and signs.

### Essential Duties

Performs signage work in a full-service signage shop environment i.e. graphics, layout, paint booth, sheet metal cutting, printer, welding, etc. including layout/graphic, and fabrication of a variety of signs.

Reads and interprets sketches, blue prints and drawings.

Performs signage layout/fabrication works in accordance with Manual on Uniform Traffic Control Devices (MUTCD), and City & County of Denver regulations.

Fabricates a variety of signs to be used in various environments and lighting conditions operating a variety of graphic related machinery such as CNC, tig welder, paint booth, and other stationary equipment.

Observes all common safety practices.

Operates sign-maker computer production software and other tools/equipment used in producing signage such as Geber Omega design and output software tools i.e. printers, plotters, scanners, sublimation devices etc.

Coordinates work assignment from work orders that meet local and federal production standards.

Assists the supervisor in estimating materials, labor, and equipment hours to accomplish a project.

Maintains records and prepares reports as required.

Maintains shop equipment and keeps the working area clean.

By position, Uses HVLP spray gun to paint a variety of finishes in the paint booth such as acrylic enamels, acrylic polyurethanes and specialized paints for plastics

By position, plans and coordinates installation, maintenance, and repair work with other trade areas.

By position, installs signage in order to meet various local/federal government signage standards. Replaces or repairs damaged signage.

By position, operates paint booth.

By position, participates in snow removal duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Applies Technology to Tasks - Selects and understands procedures, machines, or tools that will produce the desired results; identifies or solves problems in machines, computers, or other technologies as they are related to performing tasks.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

### Knowledge & Skills

Knowledge of the standards in layout and fabrication techniques of signage.

Knowledge of estimating the cost of materials/equipment.

Knowledge of chemicals/cleaning agents to be able to maintain a clean work area and maintaining equipment/machinery.

Knowledge of safety hazards and necessary safety precautions to be able to practice a safe work environment for self and others.

Skill in operating a variety of graphic related equipment such as printers, plotters, scanners, sublimation devices, etc.

Skill in operating a variety of graphic related machinery i.e. CNC, Welding, Paint Booth, and other stationary equipment.

### Level of Supervision Exercised

By position, performs lead work.

### Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### Experience Requirement

Two (2) years of experience using computer or graphic software in a sign shop environment.

### Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

### Licensure & Certification

This job requires driving. Requires a valid Driver's License at the time of application.

By position, requires a valid Commercial Driver's License (CDL "B") with appropriate endorsements by the end of probation.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

Potential exposure to hazards from electro/mechanical/power equipment.  
Potential exposure to toxic chemicals i.e. cleaning agents, etc.  
Subject to injuries from moving parts of equipment.  
Subject to injuries from work of installing signage.  
Subject to interruptions and unpredictable situations.  
Subject to traffic, roadways, and pedestrians.

### Level of Physical Demand

3-Medium (20-50 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.  
Carrying: Transporting or moving an object.  
Climbing: Ascending or descending an object or ladder.  
Color vision: Ability to distinguish and identify different colors.  
Depth Perception: Ability to judge distances and space relationships.  
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.  
Field of Vision: Ability to sharply detect or perceive objects peripherally.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Kneeling: Assuming a lowered position.  
Lifting: Moving objects weighing no more than 50 pounds from one level to another.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Pushing: Exerting force upon an object so that it moves away from the person.  
Reaching: Extending the hands and arms or other device in any direction.  
Repetitive motions: Making frequent or continuous movements.  
Standing: Remaining in a stationary position.  
Stooping: Positioning oneself low to the ground.  
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

### Background Check Requirement

Criminal Check  
Employment Verification  
By position, Motor Vehicle Record

### Assessment Requirement

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: A-614**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**