



Career Service Authority

Graphics Technician

Page 1 of 5

GENERAL STATEMENT OF CLASS 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

A Graphics Technician is distinguished from Graphic Designer, which designs or creates graphics to meet specific promotional needs, such as newsletters, reports, brochures, pamphlets, displays, logos and web design.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

By position, performs lead work.

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.

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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.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge & Skills:

Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Integrity/Honesty - Displays high standards of ethical conduct and understand the impact of violating these standards on an organization, self, and others; chooses an ethical course of conduct; is trustworthy.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied background and different situations.

Perceptual Speed - Sees detail in words, numbers, pictures, and graphs quickly and accurately.

Flexibility - Adapts quickly to changes.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

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

Arithmetic/Mathematical Reasoning - Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

Eye-Hand Coordination - Accurately coordinates one's eyes with one's fingers, wrists, or arms to move, carry, or manipulate objects, or to perform other job related tasks.

Mental Visualization - Sees things in the mind by mentally organizing and processing symbols, pictures, graphs, objects, or other information i.e. sees a building from a blueprint, or sees the flow of work activities from reading a work plan.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Memory - Recalls information that has been presented previously.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Skill in operating a variety of graphic related equipments 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 equipments.

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

Knowledge of estimating the cost of materials/equipments.

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.

Physical Demands:

Standing: Remaining on one's feet in an upright position.
Lifting: Raising or lowering an object (up to 60 pounds) from one level to another.
Carrying: Transporting an object, usually by hand, arm, or shoulder.
Handling: Seizing, holding, grasping or otherwise working with hand(s)
Fingering: Picking, pinching, or otherwise working with fingers.
Color Vision: Ability to distinguish and identify different colors.
Repetitive Motions: Making frequent movements with a part of the body.
Eye/Hand/Foot Coordination: Performing work through using two or more.
Pushing: Exerting force upon an object so that the object is moved away.
Pulling: Exerting force upon an object so that the object moves toward a person.
Climbing: Ascending/Descending objects usually with hands/feet.
Balancing: Maintaining body equilibrium to prevent falling over.
Kneeling: Bending legs to come to rest on one or both knees.
Reaching: Extending the hand(s)/arms(s) in any direction.
Feeling: perceiving attributes of objects by means of skin receptors.
Stooping: Bending the body by bending spine at the waist.
Near Acuity: Ability to see clearly at 20 inches or less.
Far Acuity: Ability to see clearly at 20 feet or more.
Dept Perception: Ability to judge distance and space relationships.
Field of Vision: Ability to see peripherally.

Working Environment:

Exposed to hazards from electro/mechanical/power equipment.
Exposed 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.

Education Requirement:

Graduation from high school or possession of a GED certificate.

Experience Requirement:

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

Education/Experience Equivalency:

A combination of the appropriate type and level of education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

Possession of a valid Colorado Class "R" Driver's License at the time of application.

By position, require the possession of a Colorado Commercial Driver's License (CDL "B") with appropriate endorsement by the end of probation.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 05/01/2006

REVISED BY: Hameed Pousti

CLASS HISTORY: The job spec content was updated as part of the Graphics class series maintenance study conducted in 2006, and put into the new spec format.