



Office of Human Resources
Airport Graphics Technician Lead – CJ3509
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General Statement of Duties

Performs full performance journey level work and permanently assigned lead work over Airport Graphics technicians engaged in design, fabrication, installation, construction, and repair of the graphics and signage of public roadways, regulated airfield surfaces, and public wayfinding.

Distinguishing Characteristics

The Airport Graphics Technician series is an airport specific classification series with progressive levels of experience and responsibility. This classification (located at Denver International Airport) operates in the Federal Aviation Administration (FAA), Air Operations Area (AOA) which requires additional levels of security background checks and airfield driving certifications. Additionally, employees in this series perform maintenance services that must meet the unique compliance requirements of federal rules, regulations, and policies associated with airfield maintenance such as CFR Part 139 and FAA Advisory Circulars 150/5340-1M and 150/5340-18G.

The Airport Graphics Technician Lead performs permanently assigned lead work over the Level I and Level II Airport Graphics Technicians. It is distinguished from the Airport Signs and Markings Technicians I and II that perform entry level to full performance journey level work.

This classification has responsibility to ensure the safety and security of the airport under Title 49 CFR Part 1542 which include but are not limited to: submitting to fingerprint-based criminal history records checks (CHRC), successfully pass annual TSA-approved security training, exercise authority to escort individuals who do not have unescorted access to secure/sterile areas, identify and challenge individuals without appropriate credentials and identify and report suspicious activity to proper authorities.

Essential Duties

Performs lead work over semi-skilled and skilled journey level workers with a pronounced emphasis on graphics and signage. Specialized tasks include graphics, signage, graphic/computer design, and other grounds maintenance activities carried out on airport property.

Monitors and tracks assigned work orders for installation, construction, maintenance, repair, and create a variety of graphics and signage used for public roadways, regulated airfield surfaces, and public wayfinding.

Leads signage layout, fabrication and installation that meets the unique requirements and specifications of the Manual on Uniform Traffic Control Devices (MUTCD) and FAA Part 139 criteria (airfield signage must pass annual FAA certification inspections).

Resolves problems encountered during daily operations and determines appropriate solutions.

Documents situations that may be cause for disciplinary action and provides this information to the supervisor.

Monitors and tracks assigned work orders for maintenance and maintains documentation, records, and reports through computerized maintenance management systems.

Reads and interprets blueprints and diagrams ensuring that the design, layout, and installation of graphics and signage on airfield surfaces and public roadways meets the requirements of FAA part 139 and the MUTCD.

Trains others in the proper operation and maintenance of equipment used in the installation of roadway and airfield signage, such as truck mounted augers, boom tucks and man lifts.

Interprets plans and drawings to stake locations for sign installations and arranges Utility locates to safely install roadway and airfield signage.

Utilizes and maintains airfield movement area driving privileges to escort and lead crews to complete signage work on the airfield.

Leads airfield snow removal duties and operates large, complex specialized industrial equipment in accordance with the nature of the work and the efficiency of airport specific multifunctional snow removal equipment.

Responds to airfield emergencies, playing a crucial role in escorting ambulances, fire rescue vehicles, buses, and other first responders during airport emergencies in support of the emergency response plan. Transports emergency response trailers to the scene and assists with the command-site setup.

By position, develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage.

By position, assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Responds to after-hours calls or emergency calls outside of normal scheduled or business hours.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the mayor.

Any one position may not include all 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

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

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

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

Leading and Coaching - Provides others with a clear direction, motivation, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Problem Solving- Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and 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.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

Knowledge & Skills

Knowledgeable in Advisory circular No:150/5340-1M and No: 150/5340-18G
Knowledgeable in the MUTCD and CDOT regulations and specifications.
Resolves conflicts within a team.
Knowledge of FAA and CFR Part 139 rules and regulations.
Knowledge of airport emergency response procedures.
Knowledge of safety hazards and necessary precautions to establish a safe work environment.
Knowledge of a variety of computer programs used in the design and fabrication of signage and other graphic materials.

Level of Supervision Exercised

Performs regularly assigned lead work over assigned staff.

Education Requirement

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

Experience Requirement

Three (3) years of experience in airfield or roadway signage and graphics.

Education and Experience Equivalency

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

Licensure and/or Certification

Requires a valid Commercial Driver's License (CDL "B") at time of application.
Required to obtain and maintain a current DOT physical certification.
Required to obtain and maintain an Airport ID badge and Movement driving privileges.
Flagger certification is required at the time of application or within six months of probation.
Licenses and certifications must be kept current as a condition of employment.

Working Environment

Atmospheric Conditions: conditions that affect the skin.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
Atmospheric Conditions: conditions that affect the skin, eyes, or respiratory system.
Potential exposure to cement dust.
Potential exposure to cold temperatures, cold enough to cause bodily discomfort.
Potential exposure to cold weather conditions (indoor/outdoor).
Potential exposure to conditions that affect the skin or respiratory system.
Potential exposure to dust.
Potential exposure to extreme temperature changes.
Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes.
Potential exposure to hazardous conditions where there is danger to life, body, and/or health.
Potential exposure to hazardous/toxic chemicals.
Potential exposure to hazards from electrical/mechanical/power equipment.

Potential exposure to hazards of steam and heat.
 Potential exposure to heat temperatures, hot enough to cause bodily discomfort.
 Potential exposure to hot and humid work environment.
 Potential exposure to humid conditions with high moisture content to cause bodily reactions.
 Potential exposure to odorous chemicals and specimens.
 Potential exposure to odors in animal areas.
 Potential exposure to pesticides or fertilizers.
 Potential exposure to temperature changes: variations in temperature from hot to cold.
 Potential exposure to toxic chemicals.
 Potential exposure to unpleasant elements (accidents, injuries, and illnesses).
 Potential exposure due to soil, plants, and insects.
 Extreme cold conditions.
 Handles absentee replacement on short notice.
 Handles emergency or crisis situations.
 Noise: sufficient noise to cause distraction or possible hearing loss.
 Noise: sufficient noise to cause distraction.
 Occasional pressure due to multiple calls and inquiries.
 Personal Safety: aware of surroundings, people, and events.
 Subject to electrical and radiant energy hazards.
 Subject to hazards of flammable or explosive gases.
 Subject to injury from moving parts of equipment or vehicles.
 Subject to injury from moving parts or equipment.
 Subject to precarious or high locations.
 Subject to pressure for multiple calls, inquiries, and interruptions.
 Subject to varying and unpredictable situations.
 Subject to traffic, roadways, and pedestrians.
 Subject to vibrations and strain on the body to cause bodily harm if endured daily.
 Temperature Changes: variations in temperature from hot to cold.
 Temperature Changes: Variations in temperature from hot to cold when works in the field.
 Wet: frequent contact with water or other liquid.
 Wet: frequent contact with water, liquid, or chemicals
 Works in precarious or high locations.

Level of Physical Demands

3-Medium (20 - 50 lbs.)

Physical Demands

Agility: Ability to move quickly and easily.
 Carrying: Transporting or moving an object.
 Climbing: Ascending or descending an object or ladder.
 Color vision: Ability to distinguish and identify different colors.
 Crawling: Moving about in a low or crouched position.
 Crouching: Positioning body downward and forward.
 Depth Perception: Ability to judge distances and space relationships.
 Driving: Ability to operate a motor vehicle in varied weather conditions and maneuver among aircraft and ground support equipment.
 Driving: Operating a vehicle for long periods of time and in adverse weather conditions affecting visibility.
 Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
 Field of Vision: Ability to sharply detect or perceive objects peripherally.
 Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.
 Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
 Hazards: Conditions where there is danger to life, body, and/or health.
 Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Neck Flexion: Perceiving objects located above or below.

Physical Strength: Exerts force to transport objects of 20 pounds or more.

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.

Pushing/Pulling: Transport and control traps and cages, animal foods, equipment.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Smell: Ability to perceive or detect a variety of odors.

Stair Climbing: Ascend and descend flights of stairs.

Stamina: Ability to work over long periods of time without tiring.

Standing: Remaining in a stationary position.

Standing/Walking: Moving from area to area and public contact.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

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.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check

Employment Verification

Motor Vehicle Record

Security Threat Assessments (STA) inquiries

Assessment Requirement

None

Probation Period

Six (6) months

Class Detail

Pay Grade: NE-15

FLSA Code: N

Established Date: 10/27/2024

Established By: AOF

Revised Date:

Revised By:

Class History: New classification.