

Classification Title: Graphics Specialist

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Develops and creates artwork for the production of signage which includes road name signs and corporate signage. Manages complex design projects which includes life safety, moves, events and maintenance. Works with staff, other departments and municipalities regarding layout and design of signage compliant with Wake County standards as well as MUTCD, FHWA, ADA and other state and federal guidelines. Fabricates, installs and maintains signage using complex equipment such as computer controlled routers and plotters, handheld GPS data gathering devices and laptops.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Creates and develops specific layout and design work for production of signage using various types of design software and sign making equipment.
2	M	Operates complex equipment including computer controlled routers, plotters, GPS devices, metal forming, cutting equipment and various hand tools. Performs skilled work repairing, replacing and installing signage.
3	S	Reviews request for service work orders, meets with staff and/or supervisors to discuss pending work and request materials or supplies to accomplish tasks.
4	H	Responds to emergency and inclement weather events, operating equipment and vehicles designed for response such as snow plows and brooms and hand held equipment such as chainsaws and blowers.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	High school diploma.
Experience	Three years of experience in sign layout, fabrication and installation.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record may be required (dependent on specific job and travel requirements).
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Saws, metal forming equipment, routers, plotters, GPS capturing devices, chemicals, fork lifts, camera, computers, printers and related software.

PRIMARY WORK LOCATION	
X Office Environment	X Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, hearing protection, eye protection, safety vest and safety shoes