

City of Dallas
Classification Specification

Title:	Drafter	Class Code:	02009
Application:	Career Series	Pay Grade:	E
Supplemental/Code:	Technical/3	Established:	10/01/94
FLSA Status:	Non-exempt	Revised:	01/01/09

Position Purpose:

Designs and manufactures standard traffic control signs, custom information signs, and traffic control signs for the City of Dallas.

Essential Functions:

1. Designs and prepares standard traffic control signs on computer according to the manual on uniform traffic control devices.
2. Designs and prepares custom information signs and traffic control signs for unique situations where standard signs are inappropriate.
3. Types street sign data into computer and maintains an inventory of traffic sign patterns on film positives (mylars) for use in the silk screening process.
4. Cuts out, arranges, and tapes down sign patterns and sign lettering to meet sign specifications.
5. Maintains records of work performed and a schedule for replacement of film positives to provide a guideline for periodic work.
6. Uses computer system (signlab) to reduce and enlarge street names.
7. Performs related duties as assigned.
8. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Ability to read and follow directions.

Ability to read and interpret technical drawings/sign specifications.

Ability to make and use very precise measurements.

Ability to use sign design software.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Working Conditions and Hazards:

Works indoors in a sign shop.

Exposed to ultraviolet light and odors/fumes from inks and solvents.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.