

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF SIGN SHOP OPERATOR IN THE PUBLIC WORKS DEPARTMENT AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION AND DECLARING AN EMERGENCY.

WHEREAS, it has been recommended by the Human Resources Committee and the Human Resources Director that a job description for the position of Sign Shop Operator in the Public Works Department be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Sign Shop Operator in the Public Works Department shall be as shown in the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees, which resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity to fulfill the City's obligations under the Collective Bargaining Agreement and begin the selection process to adequately staff the Public Works Department in order to provide optimal services to the residents of Avon Lake, thus for the health, safety, and welfare of the public. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

PASSED: 10/14/2025

/s/ Jennifer G. Fenderbosch
Council President

POSTED: 10/17/2025

APPROVED: 10/15/2025

ATTEST: /s/ Valerie E. Rosmarin
Clerk of Council

/s/ Mark A. Spaetzel
Mayor



**City of Avon Lake, Ohio
Classification Specification
Sign Shop Operator**

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Maintenance	6	Non-Exempt	Classified	

CLASSIFICATION SUMMARY

Under the general supervision of the Assistant Public Works Director, the Sign Shop Operator is responsible for designing, fabricating, and installing various signs, often using computer-aided design/manufacturing systems and various tools, while ensuring compliance with relevant regulations and standards, and performs other duties as required, including those of a Laborer.

ESSENTIAL DUTIES ¹	% OF TIME
Operates and maintains PC- or Mac-based computer graphics workstations with various software systems, plotters, scanners, and wide format printers to design and lay out various types of signage, including traffic, directional, informational, decals, and banners.	30
Installs and replaces various types of signage following guidelines from the Ohio Manual of Uniform Traffic Control Devices, and installs various banners from ground level or elevated locations.	30
Prepares sign surfaces, applying lettering with heat applicators, and applying vinyl or other media according to written instructions.	10
Installs and lays out pavement markings, including lines, symbols, and lettering, as directed, using approved colors.	10
Fabricates signs using various hand and power tools, like saws, punches, knives, grinders, routers, and drills.	10
Manages inventory for sign-making materials, printer supplies, and stock signage that may be on hand and manages work zone and traffic-control devices.	10

¹ The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

MINIMUM QUALIFICATIONS**EDUCATION AND EXPERIENCE:**

Graduation from high school or GED equivalent.

CERTIFICATIONS/LICENSES:

Valid CDL-B license.

PREFERRED QUALIFICATIONS:

Computers, tablets, handheld digital devices, and relevant job-related experience.

KNOWLEDGE OF:

- Ohio Manual of Uniform Traffic Control Devices
- Standard office equipment and software programs
- Grammar and spelling, sufficient to compose sign text and proofread for accuracy
- Equipment safety procedures and practices

SKILL IN:

- Safe operations of a bucket truck, including proper fall protection (Training provided as necessary.)
- Effective verbal and written communications
- Use of hand tools to install, remove, and replace signage
- Willingness to learn and create graphic artwork

ADA AND OTHER REQUIREMENTS

This position typically requires reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

NON-SEDENTARY WORK:

Exerting up to 50 lbs. of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Occasional sedentary work involves sitting most of the time. Frequent walking and standing for long periods of time are required.

WORKING CONDITIONS:

Working conditions may include loud or dusty environments, occasionally in hot or cold temperatures.

SALARY RANGE* AND BENEFITS **Subject to City Council approval*

- As outlined in the Collective Bargaining Agreement (CBA)
- Applicable benefits provided to full-time bargaining employees, as declared in applicable CBA