

SIGNAGE TECHNICIAN**NATURE OF WORK**

This is skilled work in the fabrication and production of signs for the Department of Facilities Management and other campus departments.

The employee of this class is responsible for the operation of the sign production shop and the design, printing, and construction of a variety of signs and related materials. Work involves planning methods of production for existing and new types of sign materials and maintaining a stock inventory of finished products and new materials. Work also includes utilizing computerized sign production equipment in the performance of work. Supervision may be exercised over assigned temporary employees and students. Assignments are received primarily in written form through work orders and or discussions with clients. Work is performed with relative independence under the administrative supervision of the Supervisor Building Services and work is reviewed through discussion and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, organizes and co-ordinates the day-to-day activities of the sign production shop; ensures that established policies are followed in the production of signs.

Receives work orders for new and revised signs; reviews work orders to determine priorities; plans schedules for large projects; obtains additional information; provides advice regarding details, such as sign material, color, size, and costs, as required.

Designs and produces traffic and parking signs, indoor and outdoor identification signs and wall signs using a variety of methods; ensures that traffic signs conform to required graphic standards, sizes and designs; advises grounds crew of finished projects and appropriate location.

Prepares, designs and determines layout of data, information or miscellaneous subject matter in graphic and or pictorial form for inclusion or incorporation in displays and exhibits.

Liaises with requester including administrative staff on signage requirements; provides advice on signage to achieve desired results.

Maintains inventory of sign shop supplies; contacts suppliers to determine availability and cost of items; orders materials; evaluates and recommends the purchase of sign shop equipment; assists in the preparation of tender specifications.

Operates Roland-Camm vinyl letter cutter and Signmaker 4B machines to produce signage, including letters for banners, door and room signs; uses a variety of software including File Maker Pro, Signlab and Corel Draw in design and production of signs.

Records materials used and time spent on job assignments to computerized work order system.

Produces signs using silk screening, free hand lettering and stencilling methods, as required; ensures that appropriate paints are utilized; prepares screens for basic or multi-color signs; stores screens for future use.

May supervise assigned temporary staff or students in the performance of non-technical tasks.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in a sign production or printing shop; graduation from high school supplemented by completion of a course in graphic arts or commercial art from a technical college or institution; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Considerable knowledge of the methods, equipment and materials used in fabricating signs.

Considerable knowledge of computers and sign production software.

Considerable knowledge of the proper methods of preparing wood, plastic and other surfaces for lettering of signs.

Knowledge of paints and pigments and the method of mixing and combining them to secure the desired color and consistency.

Knowledge of the occupational hazards and safety precautions in sign production work.

Ability to prioritize and execute a variety of sign production assignments.

Ability to understand and follow oral and written instructions.

Ability to maintain related records and filing system.

Ability to establish and maintain effective working relationships with faculty and staff.

Skill in the use and care of tools and equipment used in sign production work.

Skill in lettering, drawing, drafting and preparing materials for sign production.

Skill in mixing paints and other surface finishes and in matching and blending colors.

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Confirmed: 2004.01.05