

Sign Shop Worker

DEFINITION

Work of this class involves the application of specific skills in order to produce a variety of traffic, directional and information signs and decals as required by a wide variety of municipal users. Completed signs vary in size and complexity and pre-production design and layout work is commonly utilized by employees in this class.

Skills are normally acquired through a combination of on the job training and ongoing technical training upgrades. Incumbents perform the full range of sign making activity from conception, design, execution and production and related pre-installation work.

The work of fabricating signs and decals entails the use of computer-generated and digital graphical layouts, photographic images, silk screening and related applications in order to produce suitable sheeting laminates for subsequent application to sign substrates. Incumbents in this class use computer graphics hardware and software, camera and vinyl cutting plotter technologies to generate and manufacture the required images. Completed graphic images are subsequently laminated to a suitable substrate prior to site installation. Production runs vary from "one-offs" to large inventory supplies to meet current and future requirements. Silk screen stencils, graphics files and other sign masters are maintained on site for future production runs. Work is performed in compliance to standards and completed signs adhere to size, shape, colour, and other considerations.

Individual incumbent sign making activities are generally performed independently or as a member of a production team with the overall shop production supervised by a Foreman to ensure completed signs adhere to instructions, departmental, environmental and related quality standards.

TYPICAL DUTIES*

Designs and lays out a wide variety of traffic, directional, information, decals and other signs primarily through the use of computerized graphics workstations and output plotters. May modify existing sign files to meet current needs, and maintains graphics files for future use. Ensures that designs meet standards of layout, lettering, colour and related quality considerations.

Operates line cameras and associated photographic equipment to create positive and negative images for subsequent stencilling and silk screening procedures.

Applies vinyl, reflective media (scotchlite), acrylic sheet, etc. to substrates manually or through the use of application equipment during the production of a multitude of signage of varying size.

Produces signage through silkscreen techniques including application of silk screen mesh to frames using stretch air bars or manual methods.

Utilizes a wide variety of sign production equipment including hydraulic swing arm press, large applicators, power and manual shears, pressure rollers, cutters and wide variety of hand and power tools typical to a large-scale sign production shop setting.

Assists with the training of less experienced personnel and works as a member of a team in the production of large signs or high volume production jobs.

Works with users to develop signs to meet special purpose requirements and may make recommendations for solutions that meet their needs.

Advises the foreman and others when materials and supplies require ordering.

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May assist with the installation and/or removal of signs in the field as required.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of computer graphics hardware and software used in the design and production of sign masters, and the ability to learn new software applications.

Knowledge of the various methods and techniques, tools and materials used in the fabrication and production of high-quality signs.

Ability to utilize photographic equipment and associated stencilling techniques in sign fabrication.

Ability to understand and execute oral and written instructions and to work independently and/or as a member of a production team.

Ability to manually lift moderate to heavy materials and tools and to stand during the course producing signs in the shop for the majority of the shift.

Skilled in the use of presses, manual and automated film-cutting, silk-screening and the use of a wide variety of hand and power tools.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth school grade with coursework in graphics and a minimum of three years of experience in the production of traffic control signs and decals; or an equivalent combination of training and experience.

Possession of a valid Class 5 motor vehicle operator's license and the ability to obtain and maintain a City Drivers permit.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0216			
Last Updated:	2003-03			
Previous Updates:				
Originated:	1975-12			