Sign Fabricator I

Job Code 00007279

General Description
Responsible for creating signs as requested by university departments that are functional, effective, clear and easy to read.

Examples of Duties
Receive work order for new signs.
Design and create sign using computer software.
Ensure materials are available for variety of signs.
Prepare sign surfaces for painting.
Paint sign surface.
Print sign from computer software onto vinyl lettering.
Mount signs.
Design mock-ups of signs on paper for approval of sign requestor.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Skill in: Interacting courteously with other university employees and clients, in working with requestors on types of signs, in understanding instructions, in working with carpenters/painters to paint and mount signs.

Ability to: Read and understand work orders, software manuals and sign standards, to write results of work, perform basic math.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements