

SIGN DESIGNER

DEFINITION

Designs, lays out, and paints a variety of signs using free-hand, stencils, and silk screen methods assisted by computer aided technology. Uses various materials on a variety of surfaces and installs signs at District schools and office sites.

TYPICAL DUTIES

Reviews and discusses customer requests for signs to determine the feasibility and cost according to the sign location, shape and dimension, materials used, and labor required.

Meets and confers with school administrative personnel to discuss and conceptualize proposed signs.

Assists in computing bid packages for sign proposals.

Designs and produces signs in a variety of mediums including: computer engraved, computer cut vinyl, stenciled, and free-hand painted for installation on District schools and office buildings.

Determines, selects, and sketches the design of signs.

Selects appropriate materials, and cuts the size, shape, and scale of letters and logos used in the signs.

Draws free-hand sketches of layouts for metal, wood, cardboard, foam, or decal lettering used in signs.

Designs, lays out, cuts stencils, and prepares silkscreen for signs produced in multiple quantities.

Designs and paints gymnasium floor graphics, wall "super-graphics," and murals based on pre-determined themes.

Designs computer engraved recognition and retirement plaques for District Administration.

Installs signs at sites using hand and power tools by hanging or attaching them to walls, fences, and other structures.

Estimates time and materials needed to complete requested jobs in order to accurately allot necessary time.

Calls suppliers and vendors to order materials and supplies.

May refurbish existing signs that are damaged, faded, or deteriorated.

May operate a District vehicle.

May oversee the work of others in the production and installation of signs.

Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Sign Designer performs skilled designing of signs using freehand, stencils, and silk screen methods assisted by computer aided technology utilizing a wide variety of surfaces and materials.

A Painter prepares, surfaces and painting materials and performs skilled brush, roller, and spray painting for the maintenance of decoration of building and equipment or for refinishing of furniture.

A Maintenance Worker performs a variety of tasks to assist with the maintenance and repair of school buildings, equipment, appliances, or grounds, including moving, installing, repairing and maintaining of school and office furniture and equipment.

SUPERVISION

General supervision is received from a Central Shops Supervisor. Work direction is exercised over Maintenance Workers as assigned.

CLASS QUALIFICATIONS

Knowledge of:

Free-hand, stencils, and silk screen methods assisted by computer aided technology
Equipment, tools, and materials used in the design and preparation of signs
Methods commonly used in the preparation of material and surfaces for signs and sign painting
Safety precautions required in the handling of various equipment and in the storage of painting materials
Safety laws and regulations pertaining to building and working on high ladders, scaffolds, and lifts
Basic English Grammar, Spelling and Punctuation
Basic Mathematics and Percentages

Ability to:

Learn and use a variety of heavy duty equipment with computer aided controls such as routers, cutters and other equipment common to the sign shop
Use current technologies utilized in the sign design industry
Design and paint signs utilizing a variety of artistic methods
Determine cost, labor, and material estimates
Apply artistic and aesthetic quality to signs
Securely build scaffolds
Compute proper size and proportion adjustments to fit sign scale
Establish and maintain effective working relationships with others
Operate a computer and associated peripheral equipment

Special Physical Requirements:

Safely climb and work from high ladders, scaffolds, and lifts for extended periods of time
Good color perception to match, combine and coordinate colors
Lift and carry objects weighing up to 60 pounds
Standing, walking, and bending for extended periods of time
Hand and finger dexterity to operate sign making hand and power tools

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Two years of experience in sign graphics and design trade. An Associate of Arts degree in sign graphics or equivalent from a recognized college may substitute for one year of the required experience.

Special:

A valid California Drive License
Use of an automobile

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skills, and/ or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
11-28-16
DM