



PERSONNEL COMMISSION

Class Code: 0123
Salary Range: 28 (C2)

SIGN MAKER

JOB SUMMARY

Under general supervision, to lay out, make and install signs at District sites; and to perform related duties as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.

- Review requests for and create signs suitable for style and cost at the site; as needed, confer with requester and lay out the design according to dimensions and location for signs; create signs for District vehicles, building interiors and exteriors, school names, doors, class rooms and murals on school property. ***E***
- Operate computerized printing system that includes a personal computer, scanner, printer, vinyl cutter, router/engraver and digitized tablet to produce signs from a variety of materials; select appropriate software programs to operate equipment. ***E***
- Create signs out of materials such as plastic, vinyl, wood, metal and foam. ***E***
- Lay out and cut stencils and prepare silk screens for signs needed in large quantities. ***E***
- Refurbish damaged or faded and worn out signs. ***E***
- Paint signs freehand as needed; on occasion create crests, logos and other designs. ***E***
- Install signs at sites using hand and power tools by hanging or attaching them to fences, walls, poles and other structures. ***E***
- Estimate time and materials for work assignments; requisition materials, supplies and tools for the sign making shop. ***E***
- Keep current on technology and developments in sign making and fabricating. ***E***
- May direct the work of others in the production and installation of signs. ***E***
- Operate a District vehicle. ***E***

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Sign Maker makes signs for District sites and equipment from a variety of material primarily using a computer and peripheral equipment that lay out, cut, and print signs or letters. Silk screening is also performed for large quantity sign production. Freehand lettering is required on an occasional basis.

EMPLOYMENT STANDARDS

Knowledge of:

- Materials and tools for sign making.
- Computer software used for the production of signs and letters.
- Silk screening used in sign painting.
- Letter construction and layout techniques for sign making.
- Basic mathematics.
- Hand and power tools for installing signs.
- Safety precautions required in the storage of paints and associated materials.

Ability to:

- Design and assemble signs of metal, plastic, wood, foam and vinyl and other materials.
- Install and mount signs at District sites.
- Make silk screens.
- Paint signs freehand.
- Match colors and combine colors.
- Operate personal computer and peripheral equipment to produce signs and letters.
- Add, subtract, multiply and divide; figure percentages.
- Spell correctly.
- Operate a vehicle observing legal and defensive driving practices.
- Establish and maintain effective working relationships with others.

Training:

Equivalent to graduation from high school.

Experience:

Two years of paid experience in journey-level sign making one of which utilized computerized systems.
Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Outdoors occasionally in inclement weather; indoors at District sites; sign making and paint shop; dust, fumes from paints and sealers; odors.

PHYSICAL DEMANDS

Lifting and carrying objects weighing up to 60 pounds; ascend and descend ladders; visual acuity to distinguish colors; standing, walking and bending; reaching overhead above the shoulders; dexterity of fingers and hands to operate hand and power tools and sign making instruments.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Revised: 12/14/1972

Revised: 3/2/2000

Revised: 4/23/2020