

Sign Maker

FLSA Status: Covered
Bargaining Unit: Portland City Laborers 483 (PCL)

General Summary

Positions in this broad class design and manufacture street name, traffic control, and/or other signs.

Sign Maker, Apprentice - 30000088

Distinguishing Characteristics

The apprentice level of this class typically assists with and learns to perform the full range of sign maker tasks under the instruction of a journey Sign Maker and as active participant in Apprenticeship Program.

Typical Duties/Examples of Work

1. Assists in and learns to perform the full range of sign maker tasks.
2. Responds to calls to work during emergencies.
3. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: basic sign maker operations

Ability to: communicate effectively; read and follow instructions

Special Requirements

Valid state driver’s license

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

1287 Sign Maker Apprentice Adopted: 06-19-79

June 2009 - Change Job Class number from 1223 to 30000088, due to system change.

Revised: 7-1-17 Union changed from DCTU to PCL

Sign Maker - 30000089

Distinguishing Characteristics

The journey level of this class typically performs all class duties. It is distinguished from other classes in that it performs sign making and related work at a highly skilled level and can be responsible for directing other in performing such work.

Typical Duties/Examples of Work

1. Determines sign content, dimensions, colors, layout, and relevant time lines or priorities from work order, rough-sketch, or verbal description.
2. Consults published guidelines to verify that proposed sign conforms to legal standards.
3. Resolves work orders discrepancies to prevent errors and advises sign clients on various aspects of the process.
4. Chooses published guidelines to verify that proposed sign adjusting for interchangeability, compatibility, and availability.
5. Makes signs by preparing stencils using a variety of methods and procedures including knife cut Mylar negatives, standard size block-out letters, photographic film positives; produces signs on paper, cardboard, fabric, wood, or metal blanks with a silk-screen or vacuum table; uses heat lamination equipment to adhere soft backing to sign blanks; operates paint spray booth and maintains equipment (except compressor equipment); performs other painting as assigned.
6. Estimate labor and materials cost of sign project, keeps records of time and materials, and informs sign clients of status of projects.
7. Files, indexes, stores, and orders tools, materials, supplies, and keeps inventory records; including properly handling toxic or volatile compounds
8. Maintains tools equipment, workspaces in safe, clean, dust-free condition.
9. Uses computer workstation to access network files, design signs and produces text using special software and computer peripherals.
10. Responds to calls to work during emergencies.
11. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: Silk screen methods and materials; stencil making methods, equipment, and materials; heat lamination equipment and materials; cost estimating procedures; sign design software and computer operated sign manufacturing peripherals such as scanners, printer and plotters

Ability to: work effectively with co-workers in a diverse workforce, and respond appropriately to question/concerns from other employees and the public; perform measurements and arithmetic computations including multiplication, division, fractions, decimals and conversions

Skill in: Evaluating sign materials and processes for interchangeability, compatibility, cost, quality, availability, and related factors so as to order and maintain proper types and quantities in stock and to choose most feasible production techniques; computing labor and materials costs; keeping billing records; measuring areas and lengths; interpreting work orders, rough sketches, and verbal descriptions to complete sign projects; spelling and proofreading; keeping records and controlling inventories of shop materials and equipment; maintaining sign production of standards of technical quality, efficiency, and safety; resolving sign production problems; using and maintaining sign-making tools, workspaces, and equipment; operating paint spray booth equipment (excluding compressor maintenance); skill in safe working methods, including skill in reading and interpreting labels, Material Safety Data Sheets, handling and storage instructions; to determine use restrictions and any required personal protective equipment; first aid, and spill procedures; using computers

Special Requirements

Valid Driver's licenses; Some positions may require additional endorsements, certifications and licenses.

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

1224 Sign Maker Adopted: 04-17-79

June 2009 - Change Job Class number from 1224 to 30000089, due to system change.

Revised: 7-1-17 Union changed from DCTU to PCL

Working Conditions

Work in this class is typically performed in a shop or field environment. Incumbent is typically required to lift up to 100 pounds; to be exposed to hazardous materials; to operate power tools and equipment; to be called back to work during emergencies; to wear protective gear