



## Job Description

<b>Job Title:</b>	Sign Fabricator		
<b>Position Type:</b>	Full Time Hourly	<b>Department:</b>	Shop
<b>Exempt/Non-Exempt:</b>	Non-Exempt	<b>Reporting to:</b>	Field Installation Manager, General Manager, Owner
<b>Level/Salary Range:</b>	\$18 - \$20 per hour	<b>Direct Reports:</b>	none
<b>Job Purpose:</b>	Creates and installs signs made of vinyl, metal and/or wood based on customer's specifications. Follows the process and production requirements to ensure quality expectations are met.		

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#### ROLES & RESPONSIBILITIES

- Fabricate monument and pylon signs, illuminated signage, custom cabinets, channel letters, pole covers
- Review full project info/designs and answer any questions
- Monitor and record all material used on each individual project
- Keep work area clean and free from potential hazards
- Build electric/LED signs to scale while upholding our standards for quality and UL standard for electrical components in the sign
- Complete and submit UL paperwork and photos for archives and properly apply UL stickers
- Communicate with installers and managers if any questions arise on assigned projects
- Monitor and maintain shop equipment for best longevity and safety
- Ensure there are not any potential hazards or concerns and report to manager

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Able to read and interpret technical documents and drawings
- Able to layout and fabricate electrical signs from scaled drawings
- Comfortable wiring and testing electrical components. (Transformers, ballast, sockets, etc.)
- Able to read a tape measure
- Able to lift 50lbs
- Experience with sheet metal hand tools and corded/cordless power tools
- Experience using router and laser cutter
- Experience welding aluminum and steel (1/8" to 1" MIG or Stick)
- Experience with shears, brakes and other metal forming equipment
- High school diploma or equivalent (minimum)
- Associate's degree or trade certification (desirable)

#### PREFERRED KNOWLEDGE & SKILLS

- Sign shop workflow and procedures
- UL certification process

#### ADDITIONAL NOTES

Personal characteristics desired:

- Positive and upbeat attitude
- Quality focused



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- Safety oriented
- Open minded and willing to learn
- Self-motivated
- Able to work independently or with team
- Able to resolve conflicts with projects or people

### Working conditions:

- Work area may be warm or cold for extended periods of time
- Must be able to be on your feet and move around all day
- Some outdoor inspections of signs before and after work is completed
- Must wear steel-toed shoes
- Must possess the physical capability to perform the duties of the position, including but not limited to, the ability to lift, bend, sit, stoop, squat and reach overhead

Reviewed By:		Date:	Date
Approved By:		Date:	Date
Last Updated By:	Jennifer Delfosse	Date:	3/1/21