

Job Class Profile: Sign Production Worker II**Pay Level: CG-25 Point Band: 456-489**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	2	4	4	2	1	2	1	5	
Points	187	33	25	19	60	22	41	21	54	462

JOB SUMMARY

The Sign Production Worker II is responsible to design and fabricate a variety of signs for highways and roadways that are maintained by the Department of Transportation & Works as well as for the fabrication of signage for hospitals, schools, government offices and municipalities within Newfoundland and Labrador.

Key and Periodic Activities

- Designs and lays out a variety of signs through the use of computer aided design and sign design software. Performs the full range of sign making activity from conception, design, execution and production.
- Prepares and packages signs for shipping.
- Maintains inventory.
- Orders materials.
- Provides technical advice and guidance to junior employees. Proofreads work.
- Operates power saws, forklift and other sign production equipment.
- Responds to email and telephone requests.
- Meets with clients and attends meetings.
- Maintains equipment.
- Participates in ongoing technical training, as required.

SKILL**Knowledge****General and Specific Knowledge:**

- Computer graphics hardware and software used in the design and production of signs
- Various methods and techniques, tools and materials used in the fabrication and production of signs

Formal Education and/or Certification(s):

- Minimum: High School Diploma. 2 year Post Secondary Diploma in Graphic Design. Forklift Training.

Years of Experience:

- Minimum: 4 to 5 years experience in sign production

Competencies:

- Follow basic instructions and work processes
- Proofread, edit and format documents
- Operate a computer
- Operate machinery

Interpersonal Skills

- A range of interpersonal skills are used including listening to information from others and asking questions to ensure understanding of specific signage requirements and providing routine information and direction to other employees.
- Communications occur within the immediate work area, department and other provincial and municipal government departments and contractors.
- Most significant contacts are with the Supervisor regarding work assignments, coworkers in the completion of daily activities and with employees/managers in other departments, contractors and municipal council employees regarding signage requirements.

EFFORT**Physical Effort**

- The demands of the job do not result in considerable fatigue requiring periods of rest.
- Lifting or moving objects less than 10 lbs. is a constant requirement. Lifting or moving objects 25 to 50 lbs. is a regular requirement and objects over 50 lbs. are handled on an occasional basis when preparing materials for shipment.
- Work involves sitting while working on CAD drawings and standing/walking for extended periods of time is required when doing layout of artwork or cutting sheets of plywood and packaging materials for shipping.
- Manual or physical activities include regularly performing fine finger or precision work when working on the computer to design signs, using gross motor skills when standing/walking, and maintaining physical balance. There is an occasional requirement to use hand tools that require accurate control and steadiness, machinery or equipment that requires very controlled movement such as a forklift and equipment that requires rapid physical movement and reflexes.

Concentration

- **Visual concentration** or alertness is required when focusing on computer software programs, sign artwork layout, and while working in the carpenter shop using various saws and machinery.
- **Auditory concentration or strain** is experienced when working in the carpenter shop while saws and machinery are being used.
- **Alertness and concentration are required when performing repetitive work** such as printing multiple signs ensuring that each one is an exact duplicate and when cutting plywood to ensure the proper length and width while minimizing wastage.
- **Higher than normal levels of attentiveness or alertness for the health and safety of others** is required when operating various machines such as a forklift in the facility.
- **Time pressures, interruptions, deadlines and lack of control over work pace** are

<p>experienced occasionally when there is an emergency situation such as a bridge or road washout which poses a risk to the motoring public and there is an immediate requirement to fabricate signage to ensure the health and safety of the general public.</p> <ul style="list-style-type: none"> — Eye hand coordination is required for operating equipment. — Exact results and precision are required when performing all sign production work such as drawing, typing, cutting, creating layout, and packaging.
Complexity
<ul style="list-style-type: none"> — Work involves designing and fabricating a variety of signs which involves tasks or activities that are well defined and are similar/related in terms of the skills and knowledge used. — A typical problem or challenge is ensuring that all details required for creating signage is received and ensuring that there are no mistakes or errors in the design. — Reference material to assist in addressing problems, challenges and issues include advice and guidance from supervisor.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Follows verbal and written direction. Work is generally performed independently and production is supervised to ensure adherence to instructions and related quality standards. — Have authority to delegate duties to junior employees in the absence of the supervisor. — Supervisory approval is required to make any changes to design layout, lettering, colour, etc.
Impact
<ul style="list-style-type: none"> — Work results can have a positive impact within the immediate work area, department and on customers/clients/patients/general public as well as on material resources, finances and on the health and safety of the general public when high quality signage is produced on schedule and within budget. — Mistakes or errors such as misspelled text, incorrect directions or distances on signage would require replacement signage being prepared which would cause delays in normal production, increase financial costs, use additional material resources, pose health and safety risks to the general public and have a negative impact on the corporate image. — Errors are typically resolved within 24 hours of problem identification. Quality control checks are in place to minimize mistakes and replacement signage would be reproduced and reissued.
Development and Leadership of Others
<ul style="list-style-type: none"> — Not responsible for the supervision of staff. — May be required to provide technical advice and/or guidance to new and junior employees.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — There is a requirement to wear safety boots at all times. Reflective vests and hard hats are required when working in the warehouse area.

- The likelihood of injury or illness resulting from hazards in the job is limited.
- Exposed to unusual/distracting noise when machinery and equipment are operating, dirt and dust when cutting plywood, odours from painting plywood and other chemicals such as paint thinners and sharp objects such as saws and other sign production equipment.