**Definition of Class**
This is a non-supervisory position in which the incumbent produces signs, banners and nameplates, as well as constructs frames. Incumbent installs items produced according to department requests.

**Examples of Work Performed**
Sets up and operates computerized sign maker for vinyl cutting plotter and engraving machine.

Sets plastic blanks in machine in preparation of engraving and starts computer procedures to produce signs.

Selects materials for sign, letter heights, widths, type and number.

Manipulates produced images and transfers letters and produced images to appropriate material for sign requested.

Lays out and cuts vinyl letters for signs requiring the use of vinyl lettering.

Lays out, and marks outline or dimension of parts on frame stock.

Cuts size from frame stock to construct frames for signs or pictures.

Applies cut out vinyl letters to appropriate sign backing and prepares sign for installation.

Installs signs and frames on walls and doors according to the department's needs.

Assists hanging banners on bunting poles when needed.

Maintains necessary records of sign and frame requests.

Monitors sign shop inventory.

Maintains shop equipment, reporting malfunctioning equipment to supervisor.

Picks up and delivers items to be repaired or constructed.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Produces signs, banners, nameplates and frames, and installs items according to department requests.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

Vision: Requirements of this job include close vision and color vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is periodically required to stand; walk; climb; stoop, kneel, crouch or bend; reach with hands or arms; and use hands to finger, handle, or feel objects and controls; maintain balance and equilibrium; sit; and talk and hear.

Experience/Educational Requirements:

Education:
High School Diploma or equivalent (GED).

AND

Experience:
Four (4) years of experience related to the above described duties and/or completion of an apprenticeship program.

AND

Licensure:
Must possess a valid driver’s license.

Background Check Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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