JOB DESCRIPTION
Senior Sign Maker

Definition of Class
This is a lead position in which the incumbent provides guidance, assistance and oversight of work produced by other sign makers, which may include in the production of signs, posters, graphics, banners and nameplates, as well as construction of frames. The incumbent in this position assigns work to sign makers, enters time and labor for subordinates, meets with customers and assists in developing layout and designs for products, utilizes technical expertise in procuring necessary parts and materials. This position reports to the Supervisor, Paint Shop.

Examples of Work Performed
Meets with customers to determine needed graphics or signs.

Creates specifications and obtains material pricing.

Estimates time and material to build out product.

Compiles estimate for Production Control.

Selects design parameters and operates computerized sign maker for printing

Programs the laser engraving machine and enters files for new graphics.

Performs weekly maintenance procedures for printing and engraving machines.

Monitor and maintains ongoing inventory control and restocking.

Oversees the ongoing work of subordinates and inspects final products to ensure quality.

Maintains records of time worked and enters hours worked and leave time used by staff.

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

Maintains necessary records of sign and frame requests.

Operates vehicles to include utility carts, trucks and bucket truck. Performs ladder work as needed.

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. Supervises the work of other Sign Makers within the department.
2. Meets with customers to determine product specifications and creates an estimate of time and material.
3. Procures necessary parts and materials and maintains routine material inventories.
4. Creates graphics and builds out signs, banners, nameplates and frames.

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.

Interview Requirements
Any candidate who is called to an agency 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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