

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 - 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 may direct others in performing such work.

Typical Duties/Examples of Work

1. Determines sign content, dimensions, colors, layout, and relevant timelines or priorities from work order, rough-sketch, or verbal description.
2. Consults with staff 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. Utilizes sign design print and cut software to manipulate art files throughout the fabrication process. Examines art files to anticipate, identify and correct errors.
5. Collaborates with work order author or Engineering Associate to confirm material availability.
6. Operates and maintains specialized equipment specific to sign shop. This includes, but not limited to, large format digital printers, protective overlay applicator, automated conveyORIZED flatbed cutter, large pressure sensitive applicator table and additional specialized print and cut software.
7. Estimate labor and materials cost of sign project, keeps records of time and materials, and informs sign clients of status of projects. Collaborates with MO Analyst to analyze and determine annual sign costs for all City sign assets.
8. Files, indexes, stores, and orders tools, materials, supplies, and keeps inventory records; including properly handling toxic or volatile compounds.

9. Maintains tools equipment, and workspaces in a safe, clean, dust-free condition.
10. Uses computer workstation to access network files, design signs and produces text using special software and computer peripherals. Perform trouble shooting to resolve functionality issues with specialized equipment and related hardware and software; engage with printer/software vendors and the Bureau of Technology Services as needed to restore function.
11. Responds to calls to work during emergencies.
12. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: Digital sign fabrication regulations and guidelines, specialized, complex equipment and software, variety of media, pantone and CMYK colors and MUTCD traffic spot colors and cost estimating procedures; sign design software and computer operations.

Ability to: work effectively with co-workers in a diverse workforce, and respond appropriately to question/concerns from other employees and the public; use computers, 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; safe working methods, including 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;

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

Revised: October 2023 – Removed Apprentice Sign Maker from the series.

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.