



POSITION DESCRIPTION

Position Title: Sign Production Specialist **Department:** 3650

Incumbent: _____ **Supervisor:** Sign Shop Manager

Job Content:

1. Position Summary:
(Overall purpose of this position)
 - Generate, assemble and install signage for the Park District.

2. Essential duties and responsibilities which must be performed in order to carry out the position purpose summarized above:
(The following description is a general representation of the key duties and responsibilities of this position. Other duties may be assigned, as required.)
 - A. Plan, layout and make sign blanks, cabinets, frames and posts utilizing various construction techniques and materials.
 - B. Operate a wide range of power tools including but not limited to: table saw, radial arm saw, band saw, jig saw and router.
 - C. Assist with supervising seasonal employees and volunteers.
 - D. Install signage using various mechanical fasteners as well as manual and mechanical digging or driving of posts.
 - E. Painting, applying vinyl text and prints to sign blanks, materials and vehicles.
 - F. Repair of signage and signage components.
 - G. Perform woodworking; re-fabricate signs.
 - H. Maintain inventory of sign making materials; obtain pricing information.
 - I. Backup Supervisor, as required.
 - J. Monitor signage throughout the Park District, noting need for updating, changes, etc.
 - K. Assure compliance with all related safety regulations and participation in all ongoing agency safety related trainings.
 - L. Perform basic housekeeping duties to maintain a clean work area.
 - M. All other duties assigned by management.

Qualifications:

3A. Specific knowledge, training or skills required to perform the duties of this position. Specific concepts, courses, training programs or required certifications:

(To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Demonstrated skills in woodworking and painting.
- Proven ability to pay close attention to detail.
- Ability to effectively operate a wide range of power tools.
- Capability to perform repetitive tasks efficiently.
- Ability to utilize measuring tools and read blueprints.
- Basic graphic design computer skills with the ability to operate Microsoft Office Applications.
- Reading, writing and math skills.
- Valid Ohio Driver's license with clean driving record.

3B. Essential Physical Demands and Working Environment:

(The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is regularly exposed to extreme outside weather conditions including temperature, humid and wet; fumes or airborne particles; and confined spaces.

3C. Previous experience that is *necessary* background to qualify for this position:

- Moderate level of woodworking experience.