

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Sign Shop Supervisor**

**I. JOB INFORMATION**

**Job Title:** Sign Shop Supervisor (CS 05)

**Job Class:** 31421                      **FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general direction and in accordance with broad operating procedures, designs, fabricates and installs custom made signs for the university.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Supervises and directs the work activities necessary for the efficient and timely design of and the installation of custom made signs.
- Designs, fabricates and installs signs. Maintains inventories and orders supplies
- Prepares and monitors budget. Helps to develop and initiate policies.
- Analyzes signage needs and implements changes when necessary.
- Coordinates multi-disciplinary projects and prepares status reports.
- Advises others on technical issues and maintains awareness of current industry technology and methodology.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

High school diploma or GED plus two years directly related work experience required. Two years supervisory/training experience required. Excellent interpersonal, communication and organizational skills. Two years supervisory/training experience. Excellent oral and written communication skills. Ability to calculate basic math. Good public relations and interpersonal skills. Excellent planning and organizational skills.

**V. WORKING CONDITIONS**

Conditions may require walking, stooping, pushing, pulling, lifting (less than or equal to 40 pounds), bending, handling equipment and materials.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

None

**VIII. JOB SERIES**

31420

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*