

**Wright State University**  
**BARGAINING UNIT JOB SPECIFICATION**  
**Sign Maker (SNMKR)**

**I. JOB INFORMATION**

**Job Title: Sign Maker (SNMKR)**

**Job Class: 75075 FLSA Status: Non-Exempt Bargaining Unit: TM**

**II. JOB SUMMARY**

Under general supervision, performs a variety of tasks involved in the design, production and installation of signage.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- **Design and produce effective, professional quality signage, graphics and visual displays to enhance and promote the university's programs and image using a variety of media and inks.**
- **Operates computerized digitizer, vinyl cutters, and engravers for free drawing, tracing and in-turn cutting of vinyl and for plastic signs.**
- **Fabricate signs out of various materials, plastic, fiberglass, wood and metal.**
- **Maintain necessary records of requests, including all information needed for coding and billing. Monitors sign shop inventory and orders supplies.**
- **Assists with multidiscipline projects, special event decoration and installation, directional signage, fanfare.**
- **Handset type and operate printing press for temporary directional signs and show cards.**
- **May provide functional daily work direction to student employees.**

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

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

A high school diploma or equivalent, and two years of full-time directly related work experience in a sign production shop or environmental graphic design-related field; OR a high school diploma or equivalent, and completion of a recognized formal apprenticeship in sign making are required. Familiarity with computer keyboards and basic clerical tasks associated with record keeping are required. Must be able to read, write and comprehend common vocabulary.

**V. WORKING CONDITIONS**

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. There may be frequent exposure to extreme temperatures and/or weather conditions. Any combination of overtime, shift work, weekend and holiday work may be required.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

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

- Must currently have possessed a valid U.S. driver's license for at least one year\*.
- A Forklift Operator license/certification is required within sixty (60) days of employment in this position. The license/certification that pertains to this job must be obtained after initial employment or promotion. In the case of initial employment, failure to obtain said license/certification within the time limits stated shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.

\*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

*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.*