

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

**I. JOB INFORMATION**

**Job Title:** Sign Shop Scheduler (CS 16)

**Job Class:** 31421

**FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general direction and in accordance with broad operating policies and procedures, uses independent judgement to design, fabricate and maintain an efficient scheduling of signage production jobs.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Directs and schedules the work activities necessary for the efficient and timely design, production and installation of custom made signage.
- Designs, fabricates and places temporary outdoor wayfinding signage all across campus for specialized events.
- Maintain inventories and orders supplies.
- Gather production information and prepares statistical reports for management.
- Provides training, leadership and assistance to the overall operations of the Sign Shop.
- Resolves scheduling problems and implements changes when necessary.
- Maintains awareness of current industry technology and methodology and advises others on technical issues.
- Provide customer with material samples and estimates.
- Detailed knowledge and enforcement of WSU sign standards. Works with Communications and Marketing, campus customers; Engineering, Planning and design architects on sign design and installation.
- Works with computerized maintenance management system (CMMS) software.
- Utilizes highly technical computerized sign development equipment.

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

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

A high school diploma or GED and four years (FT) of related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree in a related field and one year (FT) of related work 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**

Computerized production environment. Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, handling equipment and materials. May work varied hours to include evenings and weekedns during peak periods.

**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.*