

Blue Collar Description
7/04
Sign Fabricator Grade 11
Class Code 998403

Working Procedure: Responsible for designing and developing signs, decals, and traffic control devices using computer and manual production methods; managing projects, preparing and packing all products for shipping and receiving; inventory control; and providing technical assistance and expertise to other MDT work units, the public, contractors, and other agencies.

Ability to reviewing orders to determine production requirements such as size, color, shape, language, letters, symbols and borders. Properly utilizing the Manual of Uniform Traffic Control Devices (MUTCD) and Detailed standard Drawings. The ability to estimate time, equipment, and materials.

Must be able to operate graphic design computer programs. Uses mathematical calculations and visual layout to design signs and decals. Produce both appropriate legend cut outs and positives for screen-printing. Develop and prepare screens for signs according to specifications, by using a precisely calculated UV exposure process. Use finished screens to transfer images to substrate with specialized ink and printing table.

Prepare specialized substrate for custom jobs including historical markers using specialized processes such as a CNC and manual routing of lettering. Apply sheeting to substrates that meet specifications.

Completes, analyzes and adjusts inventory and inputs daily work into the Equipment Vehicle Maintenance Management System (EVMMS). Counts and assists in identifying discrepancies or errors in the annual physical inventory. Researches new products, systems, and production methods through industry publishing's and, demonstrations.

Tools and Equipment: Most office equipment and Software, specialty graphic design, scanning applications including Composer, Flexi Sign, Illustrator, Photoshop, and other specialized sign software programs.

Specialized Printers, scanner, plotters and other PC peripherals. All applicable safety equipment and personal protective equipment. All basic hand tools, along with and light duty equipment needed for the production of signs

Materials: Materials and products include all types of reflective sign sheeting, vinyl, electro cut film, VHB Tape. Aluminum up to 4 feet wide and 12 feet long, inks, high strength glue, wind beam, plywood, paints, reducers, adhesives, degreasers, photo

chemicals, cleaners, plastic, hinges, back bracing, and other types of sign fabrication materials and solvents.

Source of Supervision: Sign Shop Foreman or designee.

Physical Demands: Heavy, awkward lifting and carrying (in excess of 50 pounds), repetitive motion, continuous standing, bending, and working stretched out over signs. Working with and around sharp and moving equipment, materials, and tools. Constant exposure to noise from tools, machines, and equipment. Exposure to fumes from hazardous paints, inks, solvents, degreasers, and adhesives, etc.

Education, Trade Knowledge, and Experience: Required to perform the duties of this position is a journeyman-level experience in sign fabrication. This is typically acquired through high school graduation and two years progressively responsible experience in the sign fabrication or combination of graphic design, screen printing, engraving, or computer guided routing. The principles and practices of sign fabrication include metal and woodworking and wide format Screen-printing processes.

Skills in spelling, mathematics, accounting, record keeping, grammar, and punctuation. Experience with computers and graphic design programs, spreadsheet, word processing, and other applicable software applications.

Necessary Special Requirements: A valid Montana Driver's License is required. Forklift certification must be obtained within 3 months after hire.

Successful applicant must have a telephone or be reasonably accessible to the work headquarters.

The above statement reflects the general details considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.