

JOB DESCRIPTION

POSITION:	SIGNWRITER		
DEPARTMENT:	Operations	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543120
HOURS OF WORK:	40	GRADE/CLASS:	0.11
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Supervisor of Signs & Markings, this position lays out and paints letters and figures on various traffic and other informational signs; designs and draws layouts for use in multi-colour silk screen production; applies paint through silk screens on sign blanks; covers aluminum and wood sign blanks with scotchlite material and/or paint; cuts out letters, both manually and using a computerized letter writer, for application on blanks; utilizes computer based design and production software for sign manufacturing; will be required to handle and carry sign manufacturing materials; cleans silk screens, brushes and other equipment; assists in the controlling of the sign inventory, including the maintaining of all related documentation; liaises with sign installation staff when responding to public complaints and sign installation requests; travels to sites requiring measurements for signs; may seldom be required to operate a forklift; maintains amiable relations with the public and fellow staff. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency, plus two (2) years of post-secondary training courses in the sign-writing field;
- Must have over one (1) year of experience in sign production;
- Must hold and maintain a current valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must have knowledge of computer based design and production software for sign manufacturing;
- Must have proven oral and written communication skills;
- Must have proven aptitude to draw objects and figures and do free hand lettering (applicants should be prepared to show evidence of this ability);
- Must be physically capable of performing the job duties;
- Experience in photographic dark room film development would be considered an asset;
- The physical demands analysis associated with this job indicates a light - medium level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.