

JOB DESCRIPTION

POSITION:	SIGNWRITER		
DEPARTMENT:	Operations		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	40	JOB CODE:	543120
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.14

DUTIES:

Reporting to the Supervisor of Signs & Markings, this position will be responsible for the accurate manual or mechanical production of various traffic and street signs. Mixes, blends, and applies paints, lacquers, and chemicals of a toxic nature, for screen printing and sign paintings. Creates stencils, manually, for silk screens, and applies stencils to silk screen. Produces, scale designs, sketches, and patterns for screen printing and other graphics. Sets up and operates equipment such as sign production computer, squeeze roll applicator, automatic screen printer, and stat reproduction table, etc., all involved in the fabrication of signs. Determines prices for the sale of signs based on a matrix, as requested by outside agencies, provide quotes and prices to internal and external clients, as well as research and request quotes from suppliers for specific sign manufacturing equipment; purchase divisional supplies. Makes multi-colour reproductions of signs and prints, using knife cut stencils and cut and printed vinyl. Collect billing information from clients, prepare preliminary invoices and submit approved invoices to Accounts Payable Staff for processing. Provide basic guidance/training to staff and others how to manufacture traffic signs. Monitor and maintain manufactured sign inventories, as well as order materials and finished goods. Collaborates and communicates with various internal department and external clients on requested products. 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.