

## Sign Shop Foreperson

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### **DEFINITION**

This is advanced foreperson level work in directing the activities of a sign fabrication shop.

Work of this class involves planning, coordinating and directing the activities of sign writers, sign shop workers and labourers in a shop responsible for the fabrication of signs requested by various City departments. The incumbent may perform the work of a sign writer in addition to the supervisory duties of inspecting work, estimating costs, requisitioning materials, maintaining records and training employees. Assignments are received from a supervisor in the form of written instructions or verbal discussions. The incumbent is fully responsible for the production aspects of sign fabrication while the supervisor assesses job priorities and interprets department policies. Work is evaluated for conformance to department objectives and adherence to corporate procedures, ensuring that the quality and quantity of work is consistent with cost estimates and client specifications.

### **TYPICAL DUTIES\***

Plans, supervises and may participate in the work of Sign Writers engaged in such activities as:

- Hand lettering signs for various City departments, preparing the layouts and selecting proper facings.

- Painting backgrounds for displays.

- Assembling and operating photo-typesetters and filbar screen presses.

- Fabricating signs, involving operations such as silk screening and die cutting letters.

Plans, schedules and supervises the work of sign writers, sign shop workers and labourers engaged in the production of various traffic, directional and information signs. Advises and trains employees on sign layouts using plans or verbal instructions.

Supervises the fabrication of pipe standards and meter bases.

Works in conjunction with Traffic Engineers on sign changes, providing layouts for hand lettered signs.

Requisitions necessary materials, assists in the preparation of tenders for materials and equipment, and provides cost estimates.

Directs employees in the use of silk screening apparatus, stencils, applicators, adhesive materials, paints and protective coating materials. Oversees the photo-screening and photo-typesetting procedures.

Liaises with client departments on such matters as delivery dates, job status, reasons for delay, cost estimates and production details.

Ensures that the acquisition and disposition of new, used and salvaged materials is consistent with department policies and the assigned budget.

Performs administrative duties such as verifying time sheets, maintaining log sheets and preparing material cost distributions. Assists supervisor with interviewing potential employees, and recommends subordinates for disciplinary action.

Performs related duties as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Extensive knowledge of the standard methods, materials and equipment used in a sign fabrication shop.

Extensive knowledge of the occupational hazards and safety precautions applicable to the work.

Ability to express ideas effectively orally and in writing, and to work from plans and specifications.

Ability to plan, assign and direct the work of subordinates.

Ability to prepare reports and to make cost estimates.

Ability to establish and maintain effective working relationships with employees, wholesale suppliers and personnel from client civic departments.

Ability to instruct subordinates in the use of photo-typesetters, scotchlite applicators, arc lamps, die cutters, hydraulic presses, semi-automatic screen machines, drill presses and cameras for silk screen positives.

**TRAINING AND EXPERIENCE REQUIREMENTS****Job Level**

Technical graduation in a commercial sign writing program. Minimum of five years experience in sign writing or in a sign fabrication shop, or an equivalent combination of training and experience.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0075			
Last Updated:	1990-07			
Previous Updates:				
Originated:	1980-09			