

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: SIGNWRITER

Reports To: Designated Supervisor

UW Job Code: 6223

UW Job Family: 62 - Crafts/Trades

SOC Code: 27-1029

FLSA: Non-exempt

Pay Grade: 19

Date: 4-1-95 (revised 3-7-01; 10-11-01; 7-1-02; 7-19-02; 7-1-04; 10-1-18)

JOB PURPOSE:

Design and create signs and other designated graphics for University facilities; estimate costs, and obtain materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Design and create signs and graphics utilizing computerized sign manufacturing system following appropriate building codes and Americans with Disabilities Act requirements.
- Hand letter and paint specialized signs and graphics.
- Responsible for meeting-related building codes and the Americans with Disabilities Act requirements.
- Layout and paint logos and signs on floors and walls of University facilities.
- Brush and spray paint sign panels.
- Prepare cost estimates for labor and materials.
- Maintain inventory of sign-making supplies; specify and order new materials as necessary.

SUPPLEMENTAL FUNCTIONS:

- May perform work in specialized areas such as plastic fabrication, glass cutting, sandblasting, furniture finishing and refinishing.
- Assist the paint shop on major painting projects.

COMPETENCIES:

- Attention to Detail
- Innovation
- Adaptability

- Work Tempo
- Quality Orientation
- Integrity

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **3 years of experience as a signwriter, including experience with computerized sign making or related graphic software**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic and routine sketches, diagrams, and specifications.
- Occupational hazards and safety precautions of the trade.
- Current trade methods, materials surface preparation and equipment.
- Local, state and federal regulations.
- Building codes.
- Computerized sign manufacturing systems.

Skills and Abilities to:

- Read, interpret and work from basic and routine sketches and specifications.
- Understand and carry out oral and written instructions.
- Communicate effectively both orally and in writing.
- Design and create signs and graphics using a computerized sign manufacturing system.
- Ability to install interior and exterior signs and graphics.
- Follow building codes and Americans with Disabilities Act or other signage requirements.
- Hand letter and paint specialized signs and graphics.
- Layout and paint logos and signs on floors and walls.
- Prepare cost estimates for labor and materials.
- Work from ladders, scaffolding, lift trucks or other equipment.
- Adjust focus, identify and distinguish between colors, and judge distance and spatial relationships.
- Safely and efficiently operate and use associated tools and equipment.
- Work on special projects which may include plastic fabrication, glass cutting, sandblasting, furniture finishing and refinishing.
- Assist the paint shop with major painting projects.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Shop environment; regularly exposed to hazards associated with power and manual tools, fumes, ladder and scaffolding heights; occasionally works in confined spaces.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.