



SIGNS NOW

Position Description

Position Title: Production Associate / Installer
Reports To: General Manager or Owner
FLSA Status: Non-Exempt
Min. Education Req'ts: High School Diploma or GED
Release Date: 22 April 2015

POSITION SUMMARY:

The Production Associate is responsible for producing all graphic / signage jobs according to work order specifications within the stated timeline. In addition, this team member is responsible for graphic / signage installations both at Signs Now and at Client site; including Fleet/Vehicle Graphic Installations. This position also performs specified sign order deliveries, site signage inspection, and sign measuring tasks.

RESPONSIBILITIES AND DUTIES:

Production

- Physically produce signs according to Work Order Instructions / Specs.
- Install Signage at Client Locations.
- Coordinating with subcontractors (including Diggers Hotline)
- Participate in daily production meetings.
- Work with management to reschedule workloads as necessary to meet promised due dates.

Operation and Maintenance of Equipment:

- Operate and Maintain all production equipment; including: Plotter, Laminator, Cut-Off Saw, Metal Shear, Drill Presses, and Other Sign Building Equipment.
- Operate and Maintain all production vehicles, including: Van and Bucket Trucks
- Operate sign cutters, saws, drills and other sign building equipment as needed
- Maintain cleanliness and operation of sign building equipment to ensure efficiency in production

Material & Supply Management

- Monitor & Order all Project Materials & Supplies
- Interface with suppliers
- Take Physical Inventory (Quarterly or as instructed)

Quality control

- Maintain superior quality on all individual work.
- Ensure all Work Order Instructions / Specs are followed.
- Work with team members to ensure superior quality on all jobs produced.
- Update all Work Order Notes as needed to maintain records for future order duplication.
- Final inspection and approval procedures

Production Area Maintenance

- Keep All Production Areas Neat, Clean, and Organized
- Receive, Label, and Store all Production Materials, Supplies, and Tools
- Clean the Bathrooms and Empty All Trash at least weekly

General:

- Abide by company policies/procedures as outlined.
- Purchasing Materials & Work Supplies using the Company Credit Card.
- Run daily Work-In-Progress Meeting



QUALIFICATIONS:

- Minimum High School Diploma or GED.
- Current driver's license and clean driver record.
- Mechanical Aptitude and Ability
- Hands On Worker
- Highly organized, detail oriented, able to prioritize and complete tasks in a timely manner
- Knowledge of sign industry substrates, media, products a plus.
- Professional, upbeat, positive attitude.
- Sharp attention to detail.
- Keen multi-tasking abilities.
- Ability to work independently and as an integral team member.

WORKING CONDITIONS:

- Work is conducted both indoors and outdoors.
- Office & Production Areas have fluorescent lighting and air conditioning.
- Noise level is usually quite to moderate.
- Will be exposed to ink and chemical fumes and airborne particles such as dust.
- Occasional lifting of up to 125 lbs.
- Fast-paced environment: subject to numerous schedule/priority changes and short notice activity.
- Appearance must, at all times, represent the image of the company.

ADDITIONAL DUTIES:

- Support in-store staff as necessary and beneficial
- Participate in staff meetings
- Live By and Support the company mission, vision and values.
- This position description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other position related instructions and to perform other position related duties as requested by your supervisor.

ACKNOWLEDGEMENT:

I have received a copy of my position description and I understand the requirements of the position.

Employee's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____