

**POSITION: SIGNWRITER****JOB POSTING #:****DEPARTMENT:** Operations**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543120**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.11**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$24.36 - \$28.66 per hour (2012)**HOURS PER WEEK:** 40

### DUTIES:

Reporting to the Supervisor of Signs & Markings, 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 scotchchlite 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 weighing up to 40 lbs; 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; maintains amiable relations with the public and fellow staff; Occupational Health and Safety duties as outlined in the Corporate Health and Safety program; performs other related duties as required.

### QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency, plus two (2) years post secondary training courses in the sign-writing field.
- Must have over one (1) year's experience in sign production.
- 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 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.
- Must be physically capable of performing the job duties.
- Experience in photographic dark room film development would be considered an asset.

### POSTING SPECIFICS:

**Posting Period:**

- at 8:30 AM to 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

**Who May Apply:**

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

**How To Apply:**

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

**Apply To:**

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

**Updated:**

- By Human Resources on September 17, 2012