



Job Specification

Job Title: Sign Shop Foreman
BCAT Code: 705X AL
Pay Grade: G13

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Plans, directs, and oversees daily activities in the Sign Shop.

Examples of Duties

- Fabricates signs, posters, and banners.
- Installs sign assemblies in accordance with policies and procedures.
- Estimates materials, time, cost of work to be performed.
- Works with high-tech sign systems, scanners, routers, digitizer, plotters, and printer.
- Reads and interprets blueprints and shops drawings, and carries out the work that is described.
- Assists in the layout of all signs.
- Meets with customers to coordinate projects.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of computer applications related to area of assignment.
- Skill and ability to read and spell with accuracy.
- Skill in layout and design.

Skill and ability to communicate effectively.

Minimum GSU Hiring Standards

High school diploma or GED and three years of related experience. Valid Georgia Driver's License.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.