

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

## SIGN FABRICATOR 2

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### DEFINITION

Performs semi-skilled and journey level skilled work in the construction of silk screens and the manufacture, receipt, storage and issue of highway signs; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

### WORK EXAMPLES

Cuts silk and fit it onto wood/aluminum frame; applies photographic process to silk to construct silk-screens as assigned by supervisor.

Cuts sign blanks from plywood/aluminum, drills mounting holes and uses a variety of tools such as power saws, sanders, aluminum cutters, and drill presses to finish the surface.

Operates a roller applicator to apply pressure sensitive reflective sheeting to sign blanks.

Mixes ink for the silk-screening process and cleans the silk-screens after use; positions the silk-screens to prepare sign blanks for message application.

Applies ink to silk-screen using squeegee or automatic screener; places sign on drying rack using proper air flow.

Lays out and applies letters and figures on sign blanks covered with reflective sheeting according to design drawings.

Operates a forklift to unload and store raw materials such as plywood, reflective sign sheeting, and metal blanks.

Fills requests for signs, wraps and packs signs for shipment, and completes documentation to maintain inventory records. Use Radio Frequency (RF) radios to complete process.

Use RF Radios to charge out inventory of raw materials for the manufacture of signs and graphic orders.

Cleans assigned work areas.

### COMPETENCIES REQUIRED

Knowledge in all areas of operation involved in sign manufacturing, including the processes used in applying reflective sheeting, individual figures (letters and numerals), and silk-screen ink to sign blanks.

Knowledge of basic art work and procedures.

Knowledge of basic drafting principles and practices.

Ability to handle power tools such as table saws, arm saws, drill presses, sanders, aluminum cutters, planers and forklift.

Ability to work with steady, controlled hand motions.

Ability to understand and follow written and oral instructions.

Ability to perform moderately heavy manual labor and occasionally lift items weighing up to seventy (70) pounds.

Ability to operate roller applicator, vacuum applicator, clear coat machine, automatic screener, mono-printer and die cut machine.

Ability to work in surroundings that may include machine noise, dirt, ink and cleaning solvent fumes.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Ability to read and write and at least two (2) years work experience in silk-screen fabrication;

OR

employees with current continuous experience in the state executive branch that includes experience equal to twelve months of full-time work as a Sign Fabricator 1.

Effective Date: 6/03 JG