

Title: Sign Layout Supervisor	Effective Date: May 11, 2012	Grade: VIII	Job Category: Skilled Craft
Prior Title: Sign Layout Supervisor	Prior Effective Date: July 25, 2008	Grade: VIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Sign Shop Supervisor, this position is responsible for the supervision and production of the sign shop layout unit.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Make screens for silkscreen printing of signs.
- Layout, cut, and apply letters on signs.
- Maintain files on existing signs.
- Record sign dimensions for cost determination.
- Perform cleanup duties.
- Maintain inventory of layout materials.
- Operate computer plotter.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Thorough familiarity with and capability to use the various manuals and equipment relating to laying out, using, and manufacturing signs. Previous experience in sign layout. Computer experience with CADD software preferred.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

