

LETTERER AND SIGN PAINTER

General Statement of Duties and Responsibilities

Under general supervision, performs all kinds of freehand, automated and/or computer-designed lettering and sign painting work on various objects and surfaces using all sorts of mediums; performs related work.

Examples of Typical Tasks

Designs, lays out, proportions, blocks-in and finishes all styles of lettering work on all kinds of surfaces. Performs work on signs, asphalt, roadways, road signs, plaques, billboards, buildings, walls, doors, storefronts, windows, etc., using mediums such as oil or water based paint, gold leaf, silk screen, vinyl sheeting, metals, plastics, etc. May utilize pressure sensitive letters and related equipment. Performs freehand lettering and painting of signs and backgrounds.

Paints signs and graphics on all kinds of materials, such as metal, wood, masonry, tar, asphalt, concrete, plastic, cardboard, glass, etc. Installs backgrounds on signs using mediums such as paint, vinyl, powder coating, etc. Works with reflective and non-reflective vinyl sheeting, and applies sheeting on various substrate materials, such as aluminum, other metals, plastic, wood, glass, etc.

Uses specialized computer graphics and logo design software and computer-driven tools, such as thermal and vinyl cutting plotters, to design, lay out and draw lettering, text, graphics, logos and signs.

LETTERER AND SIGN PAINTER (continued)

Examples of Typical Tasks (continued)

Prepares master signs from which silk screens will be made. Lays out and sets lettering by silk screen process manually or using mechanical means. Produces silk screens, using hand cut and photographic processes (including overlays) for the mass production of signs.

Applies lettering and logos to motor vehicles and equipment.

Performs roadway painting.

May work, either indoors or outdoors, from scaffolds, ladders, booms or platform-, bucket- and tower trucks.

Maintains tools, equipment and work areas.

Keeps paper and computerized work records and time sheets.

May drive to work sites.

Qualification Requirements

1. Five years of satisfactory full-time, paid experience as a sign painter or letterer doing layout and preparation of lettering, signs and posters, using a brush freehand, paste-on or stenciled letters, or computer graphics software, and other related sign/lettering work; or

LETTERER AND SIGN PAINTER (continued)

Qualification Requirements (continued)

2. A satisfactory combination of experience and/or education which is equivalent to "1" above. Six months of acceptable experience will be credited for each year of related education and/or computer training in an accredited trade or vocational school, including apprenticeship or helper experience in lettering or sign painting. However, all candidates must have at least two years and six months of the experience described in "1" above.

License Requirement

For appointment to certain positions, a Motor Vehicle Driver License valid in the State of New York is required. This license must be maintained for the duration of employment.

Direct Lines of Promotion

From: None

To: None