**Production Tech Overview**

**POSITION RESPONSIBILITY:**

A Sign Maker is responsible for all aspects of the physical construction of signs. Sign Makers are responsible for assembling signs of various sizes and substrates. Sign assembly includes correctly preparing substrates according to written instructions.

The Sign Maker must also mount and/or laminate printed graphics and is responsible for operating and setting-up a laminator for over-laminating, encapsulation, or mounting of

printed products.

Sign Makers proofread, conduct quality assurance and follow best practice efficiencies to ensure only the highest quality product for their customers.

**QUALIFICATIONS:**

**Education:** High School Diploma or GED (or equivalent experience).

 Class D Drivers License

 1 year formal training in printing or equivalent experience

**Experience:**

* Previous experience as a Sign Maker or Printer
* Weeding and taping; aligning vinyl on a substrate; using a squeegee,

operating light, working with solvent or wide format printers, cutting substrates and sign finishing.

* Work with potentially dangerous power equipment
* Must be able to adapt to change and flexible to manage in a fast-paced environment while maintaining quality.
* An eye for color and design
* Must be able to work overtime.

1. Follow a Work Order / layout to place computer-generated vinyl or full color graphic

 image(s) on a predetermined substrate or medium.

2. Accurately prepare substrates for vinyl application. This may include

 cutting, painting, laminating, cleaning and maintaining the substrates for

 vinyl application.

3. Weed excess vinyl from computer cut images. Weeding techniques vary

 with size, type of vinyl and complexity of image.

4. Perform quality assurance measures pre- and post-construction by

 accurately reading and interpreting a Work Order and then proofing for

 errors or unacceptable standards (bubbles, ragged edges, loose seams).

5. Perform finishing operations such as laminating, encapsulating, and/or

 mounting of printed pieces.

6. Thread laminate or encapsulating material into machine, set

 temperature, pressure, and side guides for proper feeding of material.

7. Operate the laminator maintaining proper fit and settings, and feed material

 into laminator.

8. Report inventory levels and stock to be reordered to the manager.

9. Help unload and store raw materials; clean and maintain storage areas.

10. Maintain production rate consistency; meet or exceed established minimum

 rates per hour ($325 an hour).

11. Maintain or lower costs and improve profits.

12. Work on different projects simultaneously.

13. Run proof sheet and secure approval for production run from supervisor.

14. Keep the production area neat, clean and organized.

15. Serve as a backup for answering the phone if the owner, manager and

 sales/service employees are busy assisting other customers.

16. Understand the ordering process enough to take an order if necessary.

17. Serve as back up for GDOS (Graphics Designer) as necessary.

18. Perform routine machine maintenance and minor repairs when necessary.

19. Clean and maintain saws and other tools as necessary.

20. Perform sign installations as necessary.

21. Performs all duties in a safe manner.

22. Perform other duties as assigned or needed.

23. Participate in and practice the company sales mentality of “Everybody Sells”. Constantly be looking for sales opportunities for the center. Serve as a backup for answering the phone if the franchise partner, manager and sales/service employees are busy assisting other customers. Assist at the front counter as needed. Understand the sales process enough to consult with customers to determine project needs and solutions.

**$14.00-$16.00 DOE**

**Position is Located in Eden Prairie, MN**