

EAST BAY REGIONAL PARK DISTRICT

ENVIRONMENTAL GRAPHICS SPECIALIST

GENERAL FUNCTION:

Under general supervision, to design and/or produce effective, professional quality signage, graphics and visual displays, video and marketing collateral to enhance and promote the District's parklands, programs and image.

ESSENTIAL FUNCTIONS

Design and output of large format prints using a variety of media and inks, including maintenance and cleaning of large format printers, digital printers, laser printers, and other tools and equipment. Mounting and laminating of large format prints. Design, fabrication and assembly of signs, displays or display elements and sign backgrounds utilizing current design trends and a variety of hand tools, power tools, CNC router and basic carpentry skills. Media duplication, digital file conversion, video editing and production, digital cutting, weeding, and application of vinyl for signage and fleet graphics. Application of paint and finishing materials. Installation of signage. Maintains back-up of files and other records. Assists with special events.

OTHER FUNCTIONS AND DUTIES

Other functions and duties related to this position include: performs related tasks as assigned.

MINIMUM QUALIFICATIONS:

Education: Equivalent to the completion of 12th grade, and

Experience: Two years recent experience in a sign production shop or environmental graphics or industrial design related field, OR completion of a recognized formal apprenticeship in sign making.

OR AN EQUIVALENCY OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS & ABILITIES:

Ability to follow both written and verbal instruction; maintain record keeping; maintain a clean and safe work area; perform and complete multiple tasks with competing deadlines; establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels. Ability to take projects from concept through production and installation. Sign layout skills. Must be proficient on both the Mac and PC platform. Digital Photography and Videography. Must possess competency in the current computer operations of word processing, spreadsheets, and email; and be proficient in the most current graphics software application programs. Ability to safely lift and move up to 60 pounds, operate a warehouse forklift, operate a sign routing machine, and other heavy sign production tools and machinery.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification. This position may be required to work unusual hours including weekends. Persons in this classification must be able to use respirators in the performance of their work. Therefore, in accordance with CAL-OSHA respirator regulations, incumbents shall not wear beards or long sideburns that impede the effectiveness of the respirator.

REPORTS TO: Environmental Graphics/Multi-Media Supervisor

Employment Category: AFSCME (Monthly salary range effective 3/31/07: \$4,926.13 - \$5,376.80)
Sign Maker Job Description Adopted by Board: November, 1981, Board Resolution #1981-11-305
Revision approved by General Manager: September 13, 2001, October 26, 2007
Revision approved by General Manager: December 15, 2010