



Code: 4654

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Building Maintenance and Operation

Series: Painting Trade

CLASS TITLE: SIGN PAINTER HELPER

CHARACTERISTICS OF THE CLASS

Under supervision, assists Sign Painters in work involving in the design, computer and/or hand layout, screen printing and hand lettering or vinyl copy of traffic and municipal signs including airport signage, fleet equipment and banners; and performs related duties as required

ESSENTIAL DUTIES

- Assists Sign Painters in the review and assessment requisitions and work orders to determine the type and extent of work to be performed and the most appropriate preparation and application methods
Gathers adequate supplies, tools, and materials to complete sign painting assignments
- Cleans and prepares surfaces to ensure paint, stencils and/or vinyl materials will adhere properly
- Assists Sign Painters in operating computers and computerized sign making equipment to layout lettering for traffic and municipal signs
- Assists Sign Painters engaged in assignments involving the use of free hand or measuring devices to paint letters, numbers and/or symbols and to apply vinyl graphics on signs and municipal equipment
- Assists in creating stencils for silk screening work by designing and spacing lettering styles and patterns to reproduce designs and shapes for applications to signs and banners
- Pours paint into silk screen frame on screen printing press and operates press or dips paint rollers in paint and draws across stencils to transfer design to various surfaces in order to produce signs and banners
- Assists in operating heavy duty heat and pressure sensitive applicator equipment to apply and compress reflective sheeting onto traffic signs
- Assists in applying vinyl graphics onto various surfaces including, wood, aluminum and metal sign blanks and banners
- Operates laminating machine for related sign painting projects and tasks
- Cleans trade equipment and work site after completion of sign painting assignments
- Prepares work activity reports
- May perform art work and painting on large foam presentation boards

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Enrollment in a U.S. Department of Labor registered sign painting apprenticeship training program to obtain journeyman status; or an equivalent combination of training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- Exposure to loud noise, fumes or dust
- Exposure to outdoor weather conditions
- May perform work using scaffolds and ladders

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Standard tools and equipment of the sign painting trade (e.g., laminator, silk screener, vinyl cutting tools, painters grip, taping knives, brushes, rollers, extension poles)
- Ladders, step stools and scaffolding
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)
- Measuring tools (e.g., tape measure, ruler, calipers, measuring wheel)

PHYSICAL REQUIREMENTS

- Lifting (up to 50 pounds) is required
- Ability to sit, stand and walk for extended periods of time
- Ability to bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to operate applicable hand tools, power tools, and equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- *tools, materials, processes and techniques of sign painting trade
- *applicable hand and power tools
- safety procedures for using sign painting and finishing tools and equipment
- proper disposal methods for paints, chemicals and cleaning supplies
- proper care of painting tools and equipment
- *use of safety equipment and protective gear
- applicable safety and code standards specific to the painting trade, including OSHA standards

Knowledge of applicable City and department, policies, procedures, rules, and regulations

Skills

- **ACTIVE LEARNING** – Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** – Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **MATHEMATICS** – Use mathematics to solve problems
- **EQUIPMENT MAINTENANCE** - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed

- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job

Abilities

- COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK – Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing

Other Work Requirements

- STAMINA – Demonstrate energy and stamina to accomplish work tasks
 - DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
November, 2015