

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Graphic Sign Maker  
Code: 15295  
Salary Grade: 56  
FLSA Status: Non-Exempt  
Department/Division: Construction and Planning  
Reports To: Construction Planner/Estimator

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## *Summary*

- Function: Assist in the design, contracting, installation and maintenance of various types of graphics and signage throughout the University of Texas at San Antonio Tri-Campus area.
- Scope: Provides interior and exterior signs that comprise the signage and directional system throughout all UTSA facilities along with special signage and graphic requirements as needed to complete all work requests.

## *Duties*

- Typical:
  1. Perform routine to priority scheduled sign projects in support of Construction Planners and Estimators. Create, design, develop, fabricate, deliver, install, and repair permanent and temporary signage for the UTSA campuses. Read building plans, sign crafters/trade literature, and catalogs. Maintain existing sign fabricating systems and supplemental systems.
  2. Provide status updates with existing programs; document and report expended time, materials, and efforts using self-generated spreadsheets. Manage priority on-demand/rush and routine scheduled and unscheduled requests.
  3. Track stock levels, order and purchase materials and equipment. Remove and/or dispose of unserviceable signs, supplies, equipment, and materials.
  4. Operate PC based sign making programs and sign making machinery.
  5. Meet with customers and project coordinators to determine sign requirements. Install signage according to verbal instructions and in compliance with University & Federal guidelines.
  6. Perform other duties as assigned.
- Periodic:
  1. Overtime and weekends as needed to complete projects on time.

2. Travel to and from all campus as required by workload.
3. Provide oversight of outside contractors providing signage fabrication and installation.

***Education***

<b>Required</b>	<b>Preferred</b>
High School Graduation or GED.	Associate's Degree in graphic design.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Ability to read and write English, and perform simple arithmetic.	N/A.
Criminal Background Check.	
Valid Texas State Driver's license.	

***Experience***

<b>Required</b>	<b>Preferred</b>
Three years experience in designing, producing, implementing, and maintaining a signage system.	More than five years experience in designing, producing, implementing, and maintaining a signage system.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computers, scanner, plotter-cutter, engraver, beveller, various hand power tools, and standard office machines.	N/A.

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Typical construction site hazards may be encountered including underfoot and overhead hazards.	N/A.
Work requires some heat and cold when installing signs outdoors.	
Exposure to chemical and or chemical fumes; and exposure to high levels of noise.	

***Supervision***

<b>Received</b>	<b>Given</b>
General Supervision from immediate	N/A

supervisor.	
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***Accuracy***

Proficiency in all phases of the duties performed. Accuracy in interpretation of applicable administrative policies.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.