

Signbox Job Specification

JOB TITLE : Sign Technician	DEPARTMENT: Installations
REPORTS TO : Operations Manager for Contracts & Installations	
PURPOSE OF JOB : <ul style="list-style-type: none"> ■ To provide effective signage installation, ensuring customer satisfaction at all times. 	
KEY AUTHORITIES AND RESPONSIBILITIES : <ul style="list-style-type: none"> ■ Attend site to install various sign systems in a timely and efficient manner ■ Load and unload company vehicles, ensuring signs are well protected at all times ■ Apply vinyl graphics and digitally printed media ■ Operate light machinery and tools ■ Maintain personal tools and equipment ■ Check and sign off works on job sheet & complete SOFT reports when required ■ Ensure that the Pre-Installations Room is organised and kept tidy ■ Maintain company vehicles as required 	
EXPERIENCE & QUALIFICATIONS : (Essential Minimum Requirements to Undertake the Role) <ul style="list-style-type: none"> ■ Previous sign fitting/manufacturing experience ■ Achieved a related NVQ or SVQ level 2 or completed an employer sponsored apprenticeship which included the achievement of a City and Guilds of London Institute Craft Certificate ■ Ability to understand architectural drawings and floor plans ■ Full Driving License ■ CSCS, IPAF, PASMA & Fall Arrest qualified an advantage ■ Ability to work at height ■ Graphic and design understanding ■ Previous experience in making electrical connections an advantage. 	
PRIME WORKING RELATIONSHIPS : <ul style="list-style-type: none"> ■ Excellent customer relations focus ■ Polite and helpful ■ Works well as part of a team ■ Excellent communication skills ■ Works well under pressure ■ Remain professional at all times 	
OTHER CONDITIONS : <ul style="list-style-type: none"> ■ Well organised & the ability to prioritise under pressure ■ To work efficiently and accurately, applying attention to detail ■ Clean and presentable ■ To work in a punctual, clean tidy manner ■ Hands on and practical ■ Problem solving ■ Willingness to learn and develop within the role 	

From time to time you may be required to carry out additional duties not listed above and you will be expected to carry out any reasonable request made to you by a senior member of staff.

Print Name:
 Sign Technician

Signature:

Date:

Print Name:
 Operations Manager for
 Contracts & Installations

Signature:

Date: