

**MORGAN STATE UNIVERSITY  
JOB SPECIFICATON**



**SIGNAGE TECHNICIAN I**

Class Code: N1125  
Pay Range:

FLSA Code: N/E (Non-Exempt)

**JOB SUMMARY**

Under direct supervision, receives training and assistance in creating and producing high-quality materials. Completes routine assignments and additional duties as assigned.

**PRIMARY DUTIES**

1. Assists in receiving and interpreting requests from customers and designing signs according to their ideas.
2. Receives training and instruction in the creation of approved signs using current materials, techniques and machinery.
3. Discusses projects at various stages of completion with client and supervisor, and makes changes as directed.
4. Prepares illustrations or samples of proposed designs.
5. Meets all required deadlines.
6. Performs additional duties as assigned.

**Note:**

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

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**MINIMUM QUALIFICATIONS**

**EDUCATION:** High School Diploma or GED

**EXPERIENCE:** Two years of related experience, or additional education, in the use of tools and equipment used in the Sign Shop.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

General knowledge of and ability to use applicable automated equipment such as engraving machines, personal or laptop computers, and applicable computer software such as word processing and sign-making applications. Thorough knowledge and skill in the principles and practices of sign-making including preparing surfaces, the techniques involved, and the various tools used in sign-making. Working knowledge of safety precautions and occupational hazards associated with sign-making. Skill in use of small hand or power tools used in sign-making, such as computer-driven and controlled router table and vinyl letter cutter, and paint air brush. Skill in measuring, cutting, and installing signage materials. Ability to read, interpret, and work from drawings and specifications. Ability to prepare summaries and reports and to maintain records of jobs completed and in process. Ability to follow oral and written instructions, to communicate orally and in writing, and to establish effective working relationships. Ability to plan, organize, lay out work and prioritize assignments; and to estimate and to effect economical usage of materials and supplies; and to act as a lead worker. Ability to maintain production standards for regulatory requirements, such as American Disabilities Act (ADA) and OSHA, and other campus signage requirements. Ability to work in, or, around, over and under fixed equipment and machinery, to work from ladders and scaffolding, to manipulate heavy equipment, tools, and supplies, and/or exert force up to 70 lbs., to concurrently manipulate multiple controls on equipment and machinery; to work in hazardous or irritating environments, confined spaces and adverse weather or temperature conditions, to wear and work in personal protective equipment.

**OTHER:**

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

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**CONDITIONS OF EMPLOYMENT**

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Candidates selected for employment may be required to be trained to work with asbestos.