



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/21/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Signage Coordinator
Status: Full Time, 35 hours per week
Grade: 7
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Assistant Director of Facilities, Business Manager

PRIMARY PURPOSE:

Responsible for the mechanical or automated design and preparation of interior and exterior signage for the College. Upon completion, may install signage at identified locations and as requested.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Design, prepare, and coordinate the installation of signage as needed throughout the Campus on surfaces such as wood, metal, canvas, paper, walls, doors, and window, mechanical or automotive equipment, for identification and/or decorative purposes.
- Coordinate multi-person and multi-function activities in a professional and cost-effective manner.
- Insure compliance with Federal, State and local codes.
- Represent the Director of Facilities and Operations at meetings for Special Events, Athletics, Performing Arts, Development, and other venues in planning signage needs.
- Be responsible for signage posting, issuing and recycling and storage of reusable signs.
- Maintain an adequate supply and inventory of material needed for the signage department.
- Make recommendations to management relative to equipment and material needs, as well as cost-effective solutions for signage requirements.
- Maintain working knowledge and understanding of contemporary manufacturing techniques, equipment, and material.
- Fill in for the Warehouse Supervisor when requested or necessary as directed by the Assistant Director of Facilities: Business Manager, or the Director of Facilities.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Assistant Director of Facilities: Business Manager.

REQUIRED QUALIFICATION STANDARDS:

Education:

High School diploma.

Experience:

Three years of experience, such as may have been gained through employment in Graphic Arts or any other arena which would provide hands-on experience in all aspects of signage design, manufacture, and installation.

Skills, Knowledge and Abilities:

- Thorough knowledge of the standard practices, materials, and techniques of the signage craft.
- Skills in designing, laying out, lettering, and finishing all types of signs. Ability to use computerized engraving and other signage-related equipment.
- Strong working knowledge of the New Hemes engraving program; a thorough knowledge of the ADA Braille system.
- Knowledge about the specific maintenance of engraving equipment.
- Ability to work effectively with others.
- Ability to lift and transport equipment, supplies, and finished products.

ENVIRONMENTAL CONDITIONS:

May be exposed to the following: machinery, dust, noise, any number of chemicals or fumes in the form of paints and solvents, adverse weather conditions such as rain, snow, extreme heat, or cold.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.