

Jones Sign, Inc. Job Description

Position: Install
Reports To: Install Manager
FLSA Status:
Drafted/Revised: 09/09/2016

Job Summary:

The Sign Installer is responsible for traveling to job sites throughout the U.S. to install a variety of signage manufactured by Jones Sign as well as other vendors. They are responsible along with their Install Lead for coordinating the scope of the work to be performed based on contracted services and the types of signs to be installed. They maintain their equipment while ensuring job quality in accordance with Jones Sign and Federal safety policies. The Sign Installer must demonstrate excellent time management, communication and problem-solving skills while being able to multi-task. The work performed may be at ground level or at various heights depending on the signage to be installed. Mechanical Aptitude is a must.

Duties and Expectations:

- Sign installation consisting of wood, aluminum and steel cabinets on to poles ranging from 3' to 100' in height
- Auger footings for sign erection
- Maintain and service signs, performing services such as electrical trouble shooting, cleaning, painting, bulb replacement, etc.
- Install lit and non-lit letters onto building fascia
- Digging to be done by back hoe, auger, or by hand
- Work with cement, sand or Sakrete for sign footings
- Load and secure trailers with product
- Gather product, supplies and tools ready to complete assigned work
- Travel to and from job site with truck and trailer loaded with product
- Stick weld on the job to secure signs and poles
- Miscellaneous duties such as; paint touch up, sign cabinet and face cleaning, face clipping and stretching, vinyling, wiring, wood cutting, and torching
- All installation work to be performed according to work order specifications
- Timeliness of install work to be done at or earlier than stated installation hours per job
- Work orders and service orders are to be filled out completely, including travel time, service/install time, and inventory material used per job and completion status
- Time cards are to be filled out properly according to the time card procedure
- Assigned truck and trailer is to be kept clean, neat and orderly at all times
- Responsible for truck inventory of material

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- Perform daily, weekly, monthly maintenance on your truck
- Photographs of completed work are required according to the "Installation Photography policy"
- All completed jobs require a sign off from the person in charge of the job site. If no one is on the job site, indicate that on the job card and record the date and time.
- Completed job cards are to be turned in to the completed job bin located on the counter of the stockroom
- Return excess stock, material and the job card to the stockroom
- Safety practices must be applied to at all times
- Billboard procedures must be followed while working on billboard job sites
 - o Safety glasses must be worn while in shop during production hours
 - o Ensure safety items are on the truck and on the equipment before leaving in the morning
 - o 6-point safety body harness must be worn before ever leaving the ground
 - o Must be a minimum of 20 feet away from all overhead electrical wires
 - o Be aware of underground markings before digging (Diggers Permit)
 - o Safety hats, glasses, and gloves must be worn while on the job site
 - o All loads must be checked for proper securing before leaving
 - o No speeding or careless driving of company vehicles

Education, Experience or Specific Skills:

- High School diploma or equivalent
- Hold or ability to obtain a CDL Driver License
- Ability to work out of town and stay overnight around 75% of the time
- Crane, construction equipment and forklift experience desired

Environment and Working Conditions:

Work conditions consist primarily of outside work conditions which will required ability to adapt to different scenarios from cold to hot and dry to wet conditions. Employee must be comfortable with heights as 50% of the duties are above 10' in height. The position requires lifting at times, limited to 75 lbs. or less with regular twisting, bending, crutching, kneeling and reaching. Shop environment may be necessary for finishing or loading purposes.

Work schedule:

Work hours are will vary by job site and the nature of the position will require the employee to work the necessary hours to successfully complete the job and overall goals. Overtime will be required.