



# **CAMPBELL RIVER**

## **School District 72**

**Position:** Casual Maintenance I (Sign Maker/Print Shop Operator)  
**Posting Number:** 24-MAINT-004  
**Location:** Operations Department  
**Hours/Day:** On-Call As Required  
**Start Date:** ASAP  
**Salary:** \$33.00/Hour  
**Application Deadline:** January 26, 2024

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Applications are invited for a Casual Maintenance I (Sign Maker/Print Shop Operator) position, on an as needed basis, effective as soon as possible after the posting and recruitment process is completed.

### **Qualifications (Required Knowledge, Skills, and Abilities:**

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1. Minimum two years of recent full-time equivalent experience with commercial sign making techniques, materials, tools, and installation.
2. Must have a strong working knowledge of MS Office, and proficiency in digital sign making software, specifically Flexisign, Signlab, Corel Draw, Adobe Illustrator & Inspire, with experience in Vector and Node drawing and design. Familiarity with computer applications including computerized maintenance management systems.
3. Proven skills in digital graphic and mural design using multiple media types. Examples would include vinyl (both print and cut), paint mask and heat transfer. Application of these media types to a variety of substrates (metal, coroplast, PVC, aluminum, plywood, cloth, etc.).
4. Experience in painted murals both in design and application using grid system, pouncing or projection.
5. Ability to co-ordinate with school based and district administration regarding design, estimating, project planning.
6. Demonstrated ability for wide format printing. Preference given to applicants with experience using Hewlett Packard Latex 115 printer.
7. Ability to design and draw shop drawings for various trades.
8. Proficiency in mathematics, measuring and hand-eye coordination.
9. Successful completion of courses in WHMIS and Fall Protection preferred.
10. Ability to read and write English, and preferably have Grade 12 (B.C.) graduation.
11. Ability to perform all assigned tasks, including heavy lifting of up to 50 lbs. and standing for long periods of time.
12. Ability to work at heights including a ladder, scaffold or scissor lift.

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13. Ability to establish and maintain a positive relationship with school administration, parents, staff and students.
14. Ability to manage time effectively and prioritize tasks.
15. Strong attention to detail and accuracy.
16. Ability to work independently and as part of a team.
17. Ability to learn new technologies, skills and techniques.
18. Ability to use personal protective equipment.
19. Hold a valid B.C. Driver's License Class 5 minimum.

**Specific Responsibilities:**

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1. Responsible for the design, production, interior/exterior installation, and maintenance of signage throughout the district.
2. Apply basic and finish coats to sign blanks.
3. Print graphics on corrugated plastic, PVC, foam board, etc.
4. Ability to create computer-aided designs (CAD) using specialized software.
5. Responsible for final stages of signage projects.
6. Consult/interface with customers.
7. Responsible for managing a cost effective inventory of all sign and graphics materials including ordering, tracking, and maintaining all sign related machinery, supplies, and equipment.
8. Responsible for maintaining a neat, organized work environment to ensure safe operation and efficient production of signage.
9. Uses hand and power tools / equipment and materials associated with performing assigned duties, cleans and stores tools and equipment as required.
10. Accurately keeps track of electronic and paper records related to jobs.
11. Carries out painting work in relation to sign making tasks.
12. Develop a close liaison with other staff so that a team approach is developed in the operation of schools and painting maintenance work.
13. Works from oral and/or written instruction and to established procedures, including ability to read construction drawings and specifications.
14. Responds to emergency situations when required.
15. Other duties as assigned.

The successful applicant may be required to submit a certificate of medical fitness as a condition of employment.

The rate of pay for this position is in accordance with the current collective agreement with the Canadian Union of Public Employees, Local 723.

We thank all applicants for their interest and advise that only those applicants selected for an interview will be contacted or acknowledged. The successful candidate will be required to complete a criminal record check.

