

The University Hospitals Trust

Facilities Signage Technician

Definition:

Under general supervision, the purpose of the job is to perform manual work in the fabrication, assembly, installation, and repairs of all signage types. Responsible for maintaining the interior/exterior signage system for UHT facilities or any other facility that UHT has a contract with, and communicating any issues that may arise. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants to deliver signage projects according to plan. Responsible for effectively communicating project expectations to team members and clients in a timely and clear fashion while tracking all project milestones and deliverables.

Duration

Full Time

Examples of Work Performed

- Install interior and exterior signage products
- Manage field labor for both UHT and subcontractors
- Track project timelines
- Take field dimensions and photos as required
- Coordination of various activities and various staff members to ensure the successful completion
- Maintain the interior/exterior signage system for all UHT and UHT contracted facilities
- Attends all necessary meetings pertaining to projects
- Maintain a signage process that meets the needs of the facilities and participants
- Maintain building standards and ADA requirements
- Successfully prepare jobs for installation
- Document field details including photograph completions
- Supports and assists the Director of Signage on projects assigned

Knowledge and Skills:

- Operates a variety of hand-held equipment and machinery in the installation of signage (power saw, sander, sockets, drill, pole saw, chainsaw, ratchet)
- Knowledge and skills in various communications methods
- Must communicate clearly, effectively, and professionally in writing and verbally
- Knowledge of basic Microsoft software (Word, Excel, Outlook, etc.)
- Ability to install TV wall mount and TV
- Ability to install wall/glass vinyl
- Candidate must be able to multitask and possess strong detail-oriented skills
- Ability to read and interpret blueprints, floor plans, and a variety of instructions in written oral, diagram, or scheduled form

- The ability to effectively prioritize and execute tasks in a high-pressure environment is crucial
- Assists with inventory of purchased signs; participates in ordering materials and supplies
- Performs related duties as directed
- Ability to work independently to carry out assignments to completion
- Ability to perform duties with a professional and cooperative work ethic
- Attention to detail
- Willing to complete ongoing training
- Able to adjust the schedule as needed for installs
- Team player with a positive attitude

Other:

While performing the duties of this job, the colleague is frequently required to sit, stand, walk, talk, or hear, use hands and fingers, handle, or touch objects or controls. On occasion, the colleague may be required to climb and work in high places, stoop, bend, or reach above the shoulders. The position may also require work in confined spaces and exposure to different types of outdoor weather conditions. Risk of electrical shock and/or general hazards found in a construction environment are present.

You must be able to occasionally lift, push, or pull up to 25 pounds and occasionally lift, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

You will need to have a valid Driver's License and own transportation to travel to off-site locations as needed.

Education and Experience:

High School diploma required.

Previous signage experience is preferred but not required.

Vinyl installation is preferred but not required.