

Job Description: Production Specialist

POSITION DESCRIPTION

Under general direction, this position is responsible for all aspects of the physical production of signs. Sign assembly includes preparing substrates and using the proper machines and techniques to construct products according to written instructions. This position must proofread signs and conduct quality assurance to ensure the production of high quality and accuracy of the final product.

RESPONSIBILITIES

1. Follow a layout to place computer cut vinyl or full color graphic image(s) on a predetermined substrate or medium.
2. Prepare substrates for vinyl application. This may include cutting, painting, laminating, cleaning and maintaining the substrates for vinyl application.
3. Weed excess vinyl from computer cut images. Weeding techniques vary with size, type of vinyl and complexity of image.
4. Operate and maintain printer(s).
5. Perform quality assurance measures pre- and post-production by accurately reading and interpreting a Work Order and then proofing for errors or unacceptable standards.
6. Perform finishing operations such as laminating, encapsulating, and/or mounting of printed pieces.
7. Perform installations at customer locations or other off-site locations as necessary.
8. Communicate with other employees and customers in a calm and professional manner.
9. Report inventory levels and stock to be reordered to the center manager/production manager or franchisee.
10. Help unload and store raw materials; clean and maintain storage areas.
11. Work on multiple projects simultaneously.
12. Perform routine machine maintenance and minor repairs when necessary.
13. Adhere to all company policies, procedures and business ethics codes.
14. Participate in and practice the brand mentality of “Everybody Sells”. Constantly be looking for sales opportunities for the center.
15. Serve as a backup for answering the phone if the franchisee, manager and sales/service employees are busy assisting other customers. Assist at the front counter as needed.
16. Understand the sales process enough to consult with customers to determine project needs and solutions.



Interested Candidates: Please complete this Interest Form

TYPICAL PHYSICAL DEMANDS

1. Ability to stand for long periods of time.
2. Ability to lift 50 or more pounds.
3. Flexibility to lean over a waist-high table and use back and forth hand motion to apply vinyl letters and graphics to a substrate.
4. Ability to work under pressure to output high volume, high quality work.
5. Ability to use light power equipment.

Hourly Rate: \$16-20/ hour depending on experience (Internship/Part-time position with potential for full-time employment)

EEO Statement

Fastsigns Longmont provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Fastsigns Longmont complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Fastsigns Longmont expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of FASTSIGNS International Inc.'s employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change or be added at any time with or without notice

SUPERVISOR SIGNATURE

This job description has been approved by management:

Supervisor _____ Print Name _____
Date _____

EMPLOYEE SIGNATURE

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Print Name _____
Date _____