



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



JOANNE ROSA
DIRECTOR

Sign Maker 1

Department: Public Works

Division: Building and Streets

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: Monday-Friday, 40 hrs/week, 7:00 am- 3:00 pm

Salary: \$40,000 - \$45,000 per year, based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking qualified and experienced Sign Makers in the Department of Public Works in the Building and Streets Division. The ideal candidate has experience in designing sign layout and lettering from wood, plastic or reflective metal; draws graphic material or lettering for title, backgrounds or other layouts; sets up sign fabrication equipment; operates lettering equipment and tools; and applies detail, background and shading to signs

Job Duties:

- Designs sign layout and lettering from wood, plastic or reflective metal
- Draws graphic material or lettering for title, backgrounds or other layouts
- Writes specifications for forms design
- Designs layouts of graphic or printed materials
- Composes mechanicals
- Implements maintenance procedures for work areas
- Cleans tools and work areas
- Operates lettering equipment and tools
- Sets up sign fabrication equipment
- Applies detail, background, and shading to signs
- Cuts adhesive reflective sheet from roll
- Cuts plastics
- Cuts metal
- Applies press type or other transfer lettering materials
- Operates drill press
- Cuts stencils
- Answers routine questions
- Consults with outside agencies or individuals about information necessary for job assignments



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**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 at any time with or without notice.*

Required Education:

High School Diploma or GED required/ Vocational Training.

Required Experience:

One (1) year of experience in work involving sign design, layout, and lettering, or graphic arts.

Required License:

N/A

Essential Skills:

- Knowledge of metal cutting techniques and equipment
- Knowledge of plastic cutting techniques and equipment
- Knowledge of layout techniques
- Knowledge of lettering techniques and their application
- Knowledge of procedures for cleaning tools and work area
- Knowledge of general vocabulary and spelling
- Skill in using drafting instruments
- Ability to follow written orders, directions or plans
- Ability to use layout equipment and tools
- Ability to operate drill press
- Ability to follow oral orders, directions or plans
- Ability to operate lettering equipment and tools
- Ability to make precise measurements for graphic designs

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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Residency Requirement: Employee must be a resident of the State of New Jersey or become a resident of New Jersey within a year ("New Jersey First Act" P.L. 2011, c.70)

Full Civil Service job description available here: <https://info.csc.state.nj.us/jobspec/02001@.htm>. You must eventually pass and qualify for this Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).