

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

DEPARTMENT: Place	SERVICE GROUP: Planning, Transportation and Highways
POST TITLE: Signmaker	REPORTS TO: Principal Engineer-Street Lighting
GRADE: Band 7	SAP POSITION NUMBER : 50194871

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post: Max 3 sentences

Carry out the design of traffic signs, street name plates, sponsorship signs, temporary signs and other media using a computer and the associated graphic design software packages.

To print and manufacture signs using a variety of methods and processes and assist with the installation of signs as required.

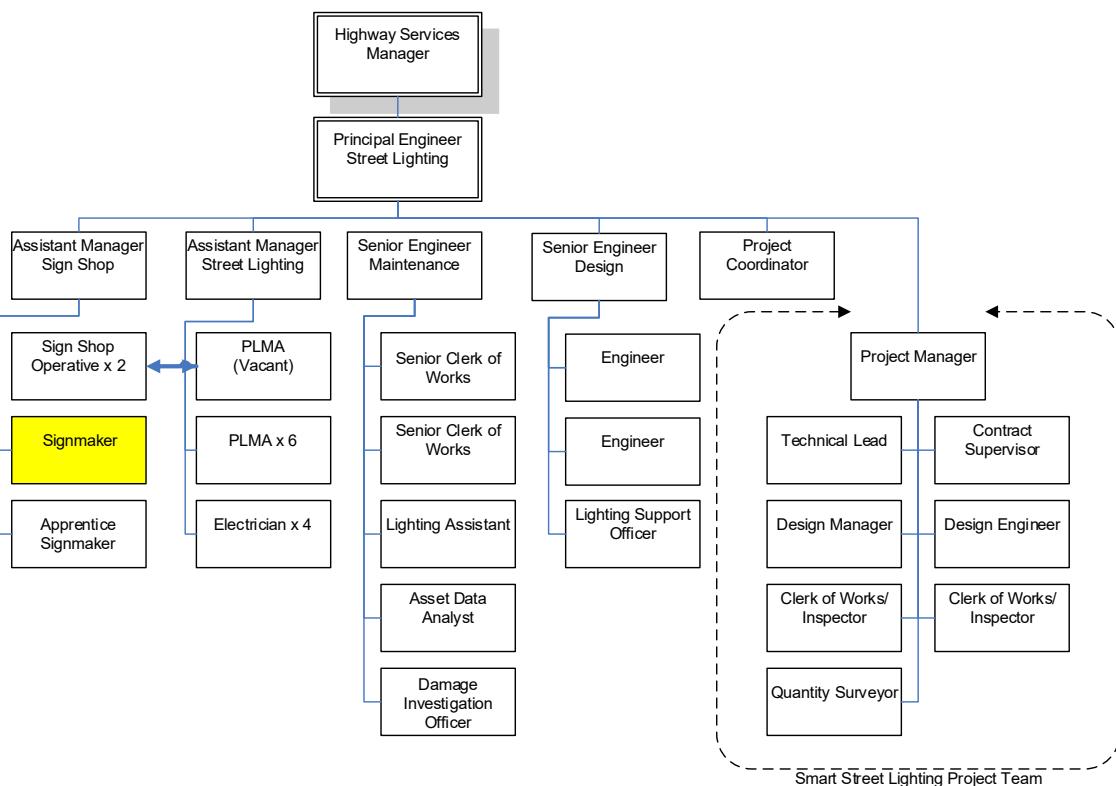
To provide support to the Assistant Manager with all aspects of the day to day running of the sign shop.

Main Responsibilities of Post: Max 15 Bullet points

- The design of various signs using a computer and software such as Sign Lab, Versa Works and Auto CAD
- Measuring and calculating letter and logo sizes to fit the media/sign requirements
- Processing and evaluating work instructions/orders from internal and external customers to ensure that their requirements are met in the most efficient manner.
- Work effectively as part of a team

- Adhering to Council policies and procedures in relation to Health and Safety and COSHH
- Preparing surfaces/substrates prior to the application of vinyl/paper
- Printing finished designs onto various media including Dibond, Correx, Vinyl and other products.
- Using the plotter/cutter to produce letters/shapes in vinyl for laying onto substrates and weeding remaining material
- Cutting printed media to size, laminating, laying and finishing signs ready for installation.
- Assisting with providing estimates, costing and general administration tasks.
- Ensuring that the printers and other equipment are cleaned and maintained in accordance with manufacturer's specification and guidelines.
- Ensure that signs are manufactured to the highest quality standards and checked for errors prior to delivery.

Structure:



Special Knowledge Requirement. Will be used for shortlisting. Max 10

	Essential
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
Due to the Government's Fluency in English Duty for posts where employees speak directly to members of the public the postholder is required to meet the <u>Lower threshold</u> level. You should be able to demonstrate that you can use a wide range of simple words and a standard English sentence structure to express and maintain a flowing conversation even though you pause to think of the correct words with the ability to express and make yourself understood (this will also be tested during the interview).	X

Able to learn and use knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work	X
Experience of Microsoft Software packages and working knowledge of graphic design techniques and software.	X
Able to use, interpret, handle and communicate information and relay it to customers.	X
Knowledge of sign manufacturing processes and materials	
Knowledge of carrying out manual handling tasks within the sign shop and also in the field assisting in the installation of signs	
Able to carry out calculations to maximise the use of materials	
Ability to manage and prioritise workload in accordance with demands on the service	
Has previously followed instructions in a careful and structured way to carry out a task.	
Able to work productively both within a team and using own initiative.	
Relevant experience requirement: Will be used for shortlisting	
Candidates must have experience of all of the elements below:	
Experience using a computer and Microsoft software packages	
Experience in measuring and cutting tasks to a high degree of accuracy	
Experienced in manual handling skills including the use of basic hand and power tools, cutting equipment etc.	
Able to compile written reports detailing materials used and additional work required	
Must be able to follow written instructions and maps	
Must be experienced in working as part of a team and also using own initiative	
Relevant professional qualifications requirement: Will be used for shortlisting	
Educated to GCSE Grade A-C in Maths and English or equivalent NVQ level qualification	
Core Employee competencies to be used at the interview stage.	
Carries Out Performance Management	
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	
Communicates Effectively	
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.	
Carries Out Effective Decision Making	
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.	
Undertakes Structured Problem Solving Activity	
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.	
Operates with Dignity and Respect	

Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.		
Working Conditions:		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
The role is mainly office based although there will be occasions when working outdoors is required.		
Special Conditions:		
Compiled by: A Preece Updated to new profile Date: 05/08/2025	Grade Assessment Date:21/05/2018	Post Grade:Band 7