



Job Description: Sign Shop Supervisor

We are looking for a leader for a small team of 6 people. Experience in a supervisory position is required. Experience in making electrical signs or in a sheet metal environment is preferred. The job is to manage the conversion of raw materials into finished signs ready for install or delivery.

Work with an expert staff. The staff of 6 are experts at different assembly processes. The Shop Supervisor will receive jobs, review and create a plan to bring in the right materials at the right time (through a Bill of Materials). This review will also be of the drawings to understand how the product will be built. These drawings may require more detail or need changes to be buildable. As the materials and the drawings are approved, assigning the people the jobs in an efficient and fully communicated way to make sure the job gets done correctly. There is a schedule, and the dates need to be met. This job is a blend of leadership, communication, solving problems, and technical knowledge.

Have great equipment: We use CNC routers, a paint system with a paint booth, an Accubend channel letter bender, with a clincher, MIG welders, HP Latex printer and a plotter along with hand tools to achieve this. Familiarity with these machines is preferred.

Use state of the art software. We use enrout, Gravostyle, Adobe Illustrator, Corel Draw, flexi and other desktop Microsoft software to drive the manufacturing. Familiarity with the operation of these software packages is preferred.

Build signs: The products are ADA, braille signs, Channel Letters including reverse channel letters, Monuments and Flat Cut Out CNC letters. Familiarity with these products are preferred.

If It excites you to manage talented people to create beautiful signs, to manage the process and be challenged to find small improvements, get involved with the details, and manage the process, and you are super process driven, like lean manufacturing you might be the right person to excel in this job.

You must:

- Have a neat and professional appearance
- Pass a drug test and criminal background check.
- Be able to multitask
- Be technically good with math and technique
- Above all, you are a true team player



This is full-time position working 8 am - 5pm, M - F and occasional weekends or later hours (opportunities for overtime). We offer competitive compensation, five paid holidays per year, and vacation after the first year of employment.

Contact Tera@s4sd.com with a resume.