

# HONBLUE

## JOB DESCRIPTION

**Position Title:** Large Format Installer-I

**Department:** Large Format Graphics

**Status:** Full Time - Non-Exempt **Safety Critical Position**

**Supervision:** Works under the general supervision of the Large Format Graphics Production Manager

**Primary Purpose:** Travels to client site, installs a variety of signage, vinyl graphics, wallcovering, event displays and vehicle wraps. When needed, works in the production area, and produces a variety of graphic products using knowledge of the different substrates and/or laminates. Produces quality work in the allotted time frame with minimal or no wastage and packages products for shipment.

**Essential Duties Installer:**

- Follow-up on production projects for graphic installations
- Install a variety of graphics, signage, vinyl graphics and vehicle wraps
- Operate a lift

**Additional Duties Production Specialist:**

- Read work-orders and determine the print/material needed for project
- Monitor and track assignments to meet deadlines
- Measure prints to exact sizes for consistency and exact proportion
- Use various substrates and laminates for different prints and materials
- Wrap and prepare finished products for delivery
- Maintain and operate various printing and finishing equipment
- Mechanical troubleshooting
- Maintain a safe and clean work area by proper storage of materials and chemicals

**Other Duties:**

- Work with the sales staff to develop, improve and maintain customer relations
- Work in other departments, as needed
- Perform other duties as assigned

**Working Conditions:** Installations at client site may be indoors or outdoors in a variety of weather conditions. Production area is in an air-conditioned work area. Exposed to fumes, inks, toners, solvents, and noise associated with normal print plant operations.

**Work Hours:** Installer position requires evening and/or weekend installation availability based on client's request. In the production area, hours are typically between 8:00 am to 5:00 pm, Monday – Friday. Saturdays, Sundays, holidays, and overtime as required.

**Dress Code:** Collared Shirt/T-shirt, shorts/jeans, appropriate covered shoes; no tank tops

**Equipment Used:** Computers (Mac/PC), hand tools, power tools, hand-trucks, push carts, lifts, laminators, finishing equipment, large format printers, CNC, copy & fax machines, various office equipment

**Physical, Mental and Communication Demands:**

- Lift 50 pounds unaided, projects can include large and heavy materials
- Stand for extended periods, bend, reach, squat, push and pull

- Ability to climb tall ladders and operate lifts
- Walk/Climb stairs and perform work without a hand-held aid (e.g., cane)
- Proficiency with hand tools, power tools and a variety of measuring devices
- Ability to discern colors
- Basic reading, writing and math skills
- Communicate effectively; speak, understand, read and write in English
- Collaborate with other employees in a team environment
- Work with high degree of accuracy with minimum supervision
- Ability to work in a multi-tasked, fast-paced environment, meeting stringent deadlines with a positive “can do” attitude.
- Good work ethics

**Skills/Knowledge:**

- Friendly customer service skills; greet all internal and external customers with a smile
- Strives to work with a high degree of accuracy with minimal supervision
- Beginning to understand and develop all phases of a project from concept to production
- Beginning to understand the use of various substrates and laminates for different prints and materials
- Basic computer skills; data entry, word processing and email
- Basic understanding of Adobe Suite, helpful
- Strives to troubleshoot problems; ability to research & recommend solutions
- Ability to juggle multiple projects simultaneously, adapt quickly to changing priorities and requirements
- Ability to complete projects on time and within budget

**Education/Training:**

- High School Diploma or equivalent required
- Valid driver license, own transportation

**Experience:**

- Previous large format installation experience, helpful
- Mechanical troubleshooting experience, helpful
- 1-2 years large format experience, preferred

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. HONBLUE has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.