

SOUTHERN UNION CONFERENCE

Job Description



Job Title: Sign Engineer	Type Of Position:	Hours Per Week <u>N/A</u>
Location: 302 Research Dr., Norcross, GA 30092	Full Time <u>X</u>	
Department: Communication	Part Time _____	Exempt <u>X</u>
Reports To: Department Director	Intern _____	Nonexempt _____

POSITION SUMMARY:

Provide service and sign maintenance to churches and schools within the Southern Union Conference for their signage needs.

SCOPE OF RESPONSIBILITY:

- Offer consultations to churches in reference to their signage needs
- Inspect existing signs for damage, fading etc...
- Make recommendations for highway directional sign locations
- Coordinate with county zoning on clean-ups of highway billboards
- Attend zoning meetings to stay abreast of zoning and ordinance changes
- Assist churches with obtaining permits for the installation of marquee signs
- Install marquee signs, replace highway directional signs as requested by churches/schools
- Prepare and build footers(frame) for marquee sign installation and float concrete
- Maintain maintenance on van
- Maintain sign inventory and place sign orders as needed
- Attend church board meetings as requested
- Attend camp meetings and ministerial meetings promoting the Southern Union Church Identification Services program
- Attend sign conventions to stay updated on the latest signs in the industry
- Develop relationships with different sign vendors to ensure competitive pricing
- Submit monthly worker's report
- Other duties as assigned by departmental director

RECOMMENDED EDUCATION/EXPERIENCE:

High School Diploma, carpentry experience, must operate a backhoe, ability to read engineering drawings, read and draw site plans to scale. Ability to follow written instructions. Experience floating concrete.

KNOWLEDGE AND SKILL:

Knowledge of principles, policies, and beliefs of the Southern Union Conference and Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skills in

appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership and organization. Ability to develop long-and short-term plans and programs; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Long distance driving, standing, walking, bending, kneeling, carrying of HEAVY items, etc. required. Must be able to travel and work extensively in all parts of the Southern Union territory under varying weather conditions.

WORKING CONDITIONS:

Essential responsibilities performed involve excessive traveling. Tasks are performed outside in varying weather conditions with some discomfort. Work area varies. Conditions may be difficult on itinerary with some irregularity in hours.