

**Job Description:** Sign Fabrication & Production Lead (FPL)  
**Position Type:** Full Time / Hourly  
**Salary Range:** \$15.00 - \$20.00/hr. DOE  
**Job Location:** Kent, WA  
**Reports To:** Production Manager

**Key Responsibilities:**

- Operate equipment including CNC router, engraving machines, plotters and traditional woodworking tools
- Timely fabrication with an eye on the delivery dates set by project managers and management team
- Provide leadership and direction to Fabrication & Production Assistant(s) on projects and shop tasks
- Pre-press production file set up using graphics programs as necessary
- Painting – brush/roller
- Finish assembly using hardware and chemical adhesives
- Order and track purchases of shop and order specific materials/supplies per purchasing requirements
- Assist installation team when necessary at locations outside of shop
- Daily housekeeping of shop and workstations
- Perform all additional tasks as required by Production Manager or Company Manager

**Experience, Training, Education, Certifications and Other Job Specifications:**

- Proficient with MS Suite, Adobe Illustrator, Gerber Omega
- Sign Industry knowledge strongly desired
- Finish carpentry skills desired
- Review design plans and order documents for accuracy to production
- Experience with machine tools
- Proficient with basic math and light geometry
- Ability to lift and carry 60 +/- pounds
- Includes, but not limited to; stretching, bending, and climbing in indoor and outdoor environments
- Clean driving record
- Punctual attendance
- Neat and clean personal appearance
- Attention to detail and accept ownership of all tasks assigned
- Perform all duties in a manner consistent with the spirit of teamwork

**Career Path:** Production Manager / Project Manager

A FPL works day-to-day in the shop producing products sold by the organization and provides leadership and direction to Fabrication & Production Assistant. This includes, but is not limited to dimensional letters, architectural signage, vinyl graphics and monument signs. This position needs a high level of organization and dedication to quality and detail. A typical work week is Monday through Friday, 8:00 a.m. through 4:30 p.m. Occasional weekend or overtime work may be required.

The FPL provides task level support to Production Manager to ensure the smooth and timely completion of projects. Must be able to deal with challenges while maintaining professionalism and focus on the project goals. The FPL must be able to prioritize multiple projects with different lead times with minimal direction; yet work in coordination with the team. Participation in the Company benefits program may be offered after a 60-day probation period as outlined in the Company Employee Handbook.