

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Sign Painter

**Class Code:** 5341

**Pay Grade:** 209

**GENERAL CLASS DESCRIPTION:**

Under general supervision, paints sign lettering, numbers and names on doors and windows, and simple art work.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Receives shop order from supervisor requesting signs, lettering or art work required; checks for details, measurements, color, style, etc.
2. Requests sign board stock, cut to size, sands smooth and applies various sealing and background coats of paint.
3. Lays out design and lettering on background stock; paints in design or lettering using specially prepared brushes and paints for this purpose; after drying, applies clear sealant coat.
4. Follows the same general practices above for lettering on doors, windows, etc.
5. Cleans brushes and maintains paints, thinners, varnishes and other coating materials.
6. Operates lettering equipment.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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**KNOWLEDGES, SKILLS AND ABILITIES:**

1. Knowledge of the principles, methods and techniques used in sign painting.
2. Ability to interpret instructions and specifications.
3. Knowledge of the tools and equipment used in sign painting.
4. Ability to lay out accurately required design and lettering for signs.
5. Ability to communicate effectively with those requesting work.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

Four years of experience as sign painter or a combination of training and experience totaling four years, two of which must be experience.

**REVISION EFFECTIVE: July 1, 1990**