Sign Maker (G5) – Signs and Graphics

Working alongside a team of experienced sign makers to provide a wide range of duties, including the design and production of road traffic signage, vehicle graphics, and bespoke fabrication works - alongside the delivery of highway related projects throughout Lancashire, in line with the service key themes:

- Exceptional Customer Focus
- High Quality
- High Performance

Scope of work

Post holders at this level shall assist in the safe provision and development of the service functions.

The service functions include the design, fabrication, production, and installation of road traffic signs, banners, ceremonial plaques, sponsorship signs, and temporary signage on and off the highway - alongside vehicle graphics and wrapping, building refurbishments works, engraving, laser cutting, recycling and restoration works, and bespoke manufacturing processes.

Accountabilities/Responsibilities

- Design, fabrication, and production of road traffic signs, in compliance with current standards and regulations.
- Design and installation of Tactile and Braille signage.
- Design, fabrication, production, and installation of sponsorship signage on the highway.
- Design and laser cutting of various materials.
- Design and engraving of various materials.
- Fabrication and production of ceremonial plaques.
- Production of banners and temporary signage.
- Installation of building signage and window graphics.
- Installation of bespoke non-illuminated signage.
- Production of vehicle registration plates.
- The training of less experienced personnel.
- Efficient use of materials and control of stock levels.
- Quality control.
- Seek continuous improvement of the service.

Values

- **Supportive** – Praise, clarity, understand opinions/concerns, preparation, employee involvement, feedback, empowerment, managing conflict.
- **Innovative** - Clear vision, be self-inspired, passionate, competitive, collaborative, strong work ethic, confident, objective setting, address poor performance, ownership, implement, continuous review, reports, correspondence, verbal presentations, selling, dealing with customers, active listening, meeting participation and negotiation.
- **Respectful** - Integrity, belief, values.
- **Collaborative** - Political awareness, honesty, approachable, engaging, responsive.

Person Specification		
Job Title Sign Maker		**Grade** Grade 5
Directorate Highways and Transport - Operations and Design		**Post Number** TBC
Unit/team Street Lighting - Sign Shop		
Requirements (on the basis of the job description)	**Essential (E) or Desirable (D)**	**To be identified by: application form (AF), interview (I), other (specify)**
Qualifications		
NVQ Level 2 Sign Manufacture Certificate and a minimum of 2-years post qualification experience.	E	AF, I
Educated to GCSE level or equivalent including English and Maths.	E	AF, I
Possession of, or the ability to demonstrate the capability to gain, relevant qualifications or equivalent where applicable.	E	AF, I
Experience		
Working independently with specialised systems, equipment and software.	E	AF, I
SignPlot traffic sign design software.	D	AF, I
FlexiSIGN design and production software.	E	AF
Roland VersaWorks RIP and Print Management.	E	AF, I
Gerber thermal transfer production and cutting systems.	E	AF, I
Gerber OMEGA design packages.	E	AF, I
Gravostyle / Laserstyle laser engraving and cutting systems.	D	AF, I
The Traffic Signs Regulations and General Directions (TSRGD) & The Traffic Signs Manual.	E	AF, I
Microsoft 365 Office packages (Word, Excel, and Outlook).	E	AF, I

Other (including special requirements)		
Deliver our services in line with the Highways Asset Management Framework - Highway Management Plan and Transport Asset Management Plan - which sets out how the council intends to manage, maintain, and improve the highway network.	E	AF, I
Ability to influence others based on technical or professional expertise.	D	AF, I
Work flexibly between teams and across all countywide depots as directed by the Manager.	E	AF, I
In addition to the skills knowledge and experience described above, you may be required to undertake any other duties at or below the substantive grade as directed by the Highway Manager.	E	AF, I
Current Full Driving licence.	E	AF, I
Commitment to Equality & Diversity.	E	AF, I
Commitment to Health & Safety.	E	AF, I
Prepared by: Ron Parker Date: 01/11/2026		

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

CONFIDENTIAL

Team/Establishment	**Countywide Services - Highways and Transport**
Post Title	**Sign Maker (G5)**
Description of main activities the employee will be required to undertake: **See Job Description**	
Form completed by: Ron Parker	

		YES	NO
1	Work at heights (e.g. over 2m from tall step/extension ladders, scaffold towers, roof work etc.)	☒	☐
2	Work in excessively noisy environments above statutory control limits (Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc.)	☒	☐
3	Work in unusual environmental conditions (e.g. where access or egress, or free flow of air may be restricted, or where there may be a build-up of gases, vapours or fumes, or the use of breathing apparatus is required)	☐	☒
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (e.g. percussive metalworking tool, rotary handheld tool [not floor polishers], grinders, percussive hammers and drills etc.)	☒	☐
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties	☐	☒
6	Some contact with hazardous substances (e.g. chemicals with an orange warning label indicating: very toxic, toxic, harmful, corrosive, sensitising by inhalation/skin contact, carcinogenic, mutagenic, toxic for reproduction, professional bio/pesticides, organophosphates, glutaraldehyde, and latex gloves)	☒	☐
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust	☐	☒
8	Work with lead or lead-based products (e.g. some paints)	☐	☒
9	Food handling/preparation (of raw uncooked food only)	☐	☒

		YES	NO
10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold, or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work)	☒	☐
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression or assault)	☒	☐
12	Working in isolation/lone working	☐	☒
13	Work with electrical wiring (e.g. colour blindness)	☐	☒
14	Work where there may be an increased risk of needle stick injuries or blood borne infections HIV, Hepatitis B, Hepatitis C: (e.g. site supervisors, site work, grounds or buildings maintenance, gardeners and some carers)	☒	☐
15	Work that may bring the employee into contact with rats, rat contaminated ground, or other animals, or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses)	☒	☐
16	Manual handling (other than routine office/administration lifting and carrying e.g. assisting/moving service users with mobility problems, portering type activities)	☒	☐
17	Working with vulnerable service users (e.g. children with disabilities, the elderly, children/adults with learning difficulties, alcohol/drug abusers)	☐	☒
18	Work involving repetitive movements or force posture (e.g. twisting, screwing, movements of the hands/wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling)	☐	☒
19	Work as a regular display screen user (where more than one third of a person's time is spent using DSE continuously over any 1-month period)	☐	☒

Line Manager:	**Tim Black**		
Telephone Number:	**01772 538533**	Date:	**01/11/2026**