

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SILK SCREEN OPERATOR

POSITION CODE: 41020
Effective: 11-16-70

DISTINGUISHING FEATURES OF WORK:

Under supervision, performs a variety of semiskilled tasks involving the operation of a silk screen stenciling machine and related sign shop equipment in painting street and highway signs; assumes complete charge of a district sign shop in absence of foreman.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Lays out and stencils standard sign messages in accordance with working drawings and work orders.
2. Designs, lays out and stencils special signs from oral or written instructions; cuts paper stencils for special work requiring reversed screening.
3. Cleans and maintains stencils and related tools and equipment; exercises responsibility for economical usage of supplies and equipment.
4. Constructs and repairs silk screens, frames and other sign shop equipment.
5. Prepares and submits daily production reports to shop foreman.
6. Occasionally operates highway striping machine; exercises responsibility for correct application of paint to pavement; maintains hosing, electrical and other equipment; may occasionally drive a truck.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires no formal education.

Requires one year of sign shop experience.

Knowledges, Skills and Abilities

Requires working knowledge of stencil positioning and correct paint application.

Requires working knowledge of sign standards.

Requires ability to plan and lay out production schedule.

Requires ability to work from sketches and blueprints.