

**GRANITE SCHOOL DISTRICT  
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

**Job Title:** Engraver  
**Supervisor's Title:** Foreman  
**Date Prepared:** 5/99    **Date Reviewed:** \_\_\_\_\_    **Date Reviewed:** \_\_\_\_\_  
**Employee/Incumbent Review** \_\_\_\_\_    **Immediate Supervisor Review** \_\_\_\_\_  
**Dpt Apprvl** \_\_\_\_\_    **GCEA Review** \_\_\_\_\_    **HR Apprvl** \_\_\_\_\_    **Supt. Apprvl** \_\_\_\_\_  
**Job Location:** Maintenance Services    **Lane** \_\_\_\_\_  
**Implementation Date:** \_\_\_\_\_    **ADA Review** \_\_\_\_\_

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**JOB SUMMARY**

Cuts engraving material using power saw. Programs engraving machine on computer for various sizes of signs. Maintains inventory of materials used.

**ESSENTIAL FUNCTIONS**

- Engraves all indoor signs and performs installation and repairs.
- Maintains engraving machine, tools, truck and equipment.
- Keeps work place clean and orderly.

**NON-ESSENTIAL FUNCTIONS**

Occasionally, other duties as assigned within skill level.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITY**

A thorough knowledge of general signage practices in Granite School District. Must have the ability to operate a computerized engraving machine. Must be able to measure accurately. Needs basic relevant computer skills. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic mathematical skills. Must be skilled in oral and written communications and interpersonal relations.

**REQUIRED EDUCATION AND TRAINING**

**.Must have a high school diploma or equivalent. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license.**

## **REQUIRED PRIOR WORK EXPERIENCE**

Must have one year of job related work experience with demonstrated competence.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

## **DECISION MAKING**

May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assists in planning work projects. Assures that each assignment has sufficient tools, materials and supplies. Determines repairs and replacements of equipment as needed. Prioritizes work for specific jobs assigned. Must be able to perform assigned tasks without on-site supervision

## **WORKING CONDITIONS**

Work flow is steady with moderate pressure, noise and dust. Must handle ladders, power equipment and standing on feet for long periods at a time. Must wear hearing and eye protection and dust mask. Exposed to solvents and chemicals. Some district emergencies may require irregular hours. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration

## **PHYSICAL DEMANDS**

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.