

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

TRANSPORTATION DIVISION - BUSINESS INITIATIVES- LOCATION - 1375 UPPER OTTAWA ST.)

GRAPHIC ARTS TECHNICIAN - CUPE 5167

SUMMARY OF DUTIES

Reports to the Senior Project Manager of Business Initiatives. Organizes graphic arts projects from conception to completion. Designs and coordinates the development and design of a wide range of electronic and/or printed graphic materials. Creates complex original graphic arts and comprehensive layout concepts and oversees and coordinates production materials. Leads and guides students.

GENERAL DUTIES

Conceptualizes, plans, designs and produces a wide range of specialized graphic and/or illustrative material to include multi-media concepts.

Handles multiple tasks in a highly dynamic environment and maintains security of confidential information.

Strategize and presents solutions to internal and external clients on design, estimated costs, marketing and promotion needs, production completion time and production methods.

Determines style, techniques, medium for graphic design projects including colour harmony, balance, and lettering, size and font typeface; makes precise measurements for graphic designs.

Serves as a recognized professional expert in an area of graphic design and presentation, and provides professional and technical assistance, advice and guidance to other City staff.

Operates desktop publishing software and computers to produce camera-ready copy.

Proofreads and edits copy for form, accuracy, clarity, proper punctuation, spelling and grammar.

Uses specialized equipment to layout and manufacture screens for printing.

Designs and produces high quality camera-ready artwork in all media.

Designs, lays out and fabricates traffic control and information signage; special and large diagrammatic.

Produces signage for events, press conferences, civic displays, museums.

Identifies and interprets graphic design needs and develops creative and responsive design concepts using a range of media, methods, techniques and equipment.

Estimates project costs and production times and work within defined budgets and complete appropriate work orders and daily activity sheets for third party billing to clients.

Follows MTO guidelines for regulatory traffic sign fabrication.

Compiles and prepares graphic production budgets, plans schedules and work plans.

Job Description #: 5583

Participates in production and/or marketing planning groups and meetings on a project basis.

Coordinates a graphic and photographic library and maintains digital records.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Previous experience related to duties listed above normally acquired by obtaining a three year diploma in graphic design or graphic arts technology and management or a combination of education and relevant work experience.
2. Demonstrated experience in the design and development capabilities of graphics design and electronic media using current computer hardware and software programs.
3. Strong project management skills.
4. Knowledge of the principles, techniques and media of commercial art, layout, design, image editing and techniques of graphic presentation.
5. Knowledge of the methods used to originate, design and create illustrative exhibition material.
6. Knowledge of lettering, screen printing, layout and stencilling techniques and their application.
7. Knowledge of colour harmony, balance, lettering and freehand drawings.
8. Must have imagination, artistic license, traditional art skills and sense of high quality design to provide interesting and innovative work.
9. Highly organized and able to multi-task in a deadline driven environment and work within defined budgets.
10. Must be detail oriented.
11. Strong communication skills both orally and in writing.
12. Ability to use instruments and devices used in graphic design.
13. Demonstrated ability to work independently – with minimal supervision.
14. Good verbal and written communication skills and demonstrated ability to relate to peers, contractors / suppliers and public.
15. Must be able to understand and follow detailed procedures, instructions and take direction.
16. Knowledge of relevant legislation such as Occupational Health and Safety Act and Regulations including W.H.M.I.S. legislation.