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TOTAL SIGN SOLUTIONS
SINCE 1995

Sign Drafter / Production Drawings

Position Summary:

The Sign Drafter / Production Drawings position is responsible for converting approved sign designs and customer layouts into accurate, detailed drawings used for fabrication, installation, and purchasing. This role works closely with the design, sales, fabrication, and installation teams to ensure that each sign is manufactured efficiently, safely, and in accordance with the approved design. The ideal candidate has strong drafting and problem-solving skills, understands how signs are constructed, and can translate a conceptual design into clear instructions that fabrication and installation personnel can build from.

Daily duties include, but are not limited to:

- Create detailed production & fabrication drawings for a variety of sign types.
- Convert customer-approved artwork & design concepts into complete, accurate shop drawings.
- Develop drawings showing: Overall sign dimensions, Material types and thicknesses, Internal framing and structure, Electrical components & LED placement, Power supply location, etc.
- Prepare detailed views to clearly communicate dimensions & construction requirements.
- Set up router files for fabrication & vinyl print files as needed.
- Identify potential fabrication or installation issues before drawings are released to production.
- Coordinate with project managers, sales, designers, & fabricators to resolve questions & confirm project requirements.

Requirements:

- Experience with CAD, drafting, technical drawing, or manufacturing drawings.
- General knowledge of aluminum & steel fabrication methods.
- Strong understanding of dimensions, scale, & construction details.
- Technical Know-How: Understand metal fabrication & electrical wiring for LEDs.
- Excellent attention to detail & accuracy.
- Strong communication skills & willingness to work directly with fabricators, project managers, & clients.
- Able to troubleshoot issues & come up with solutions with the help of others.
- Follow company drafting standards, verbiage, drawing organization, & documentation procedures.

Preferred Experience:

Experience in the sign industry, metal fabrication, architectural products, construction, or custom manufacturing is preferred.

- Knowledge of AutoCAD, SolidWorks, Adobe Illustrator, or CAD/design software similar to FlexiDESIGN (what we use).

What Success Looks Like:

A successful Sign Drafter / Production Drawings team member produces drawings that allow the shop to confidently build the sign without having to guess how it should be constructed.

Production drawings should be accurate, practical, easy to understand, and complete enough that fabrication, purchasing, electrical, and installation teams have the information they need to complete the project efficiently.

The goal of this position is to bridge the gap between design and manufacturing—turning an approved design into a buildable sign.