**Signage Installation Manager**

**Summary:**

Manages all SouthWood signage installation, both direct install and outsource installers. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. This role also includes management and oversight of our permitting department.

**Duties and Responsibilities:**

* Orders procurement of tools and materials to be delivered at specified times to conform to work schedules.
* Confers with and directs supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various phases of construction to prevent delays.
* Inspects work in progress to ensure that workmanship conforms to specifications and the adherence to construction schedules.
* Reviews shop drawings, identifies and prepares necessary materials and supplies for sign installation.
* Determine layout and installation procedures and measure and mark guidelines to be used for installations.
* Manages and supervises others who:
* Drive trucks to transport sign materials to installation sites and load and unload trucks with supplies and equipment.
* Assemble and install products utilizing hand and power tools.
* May require scaffolding erection and other work platforms.
* Performs maintenance and repair to existing signs.
* Completes paperwork for installations and service work.
* Follows all safety guidelines and regulations.
* Obtains completed work sign-off from customers.
* Maintains installation tools and truck.
* Other duties as may be assigned.

**Qualifications:**

Associate degree (A. A.) or equivalent from two-year college or technical school is preferred; or 2+ years related experience and/or training; or equivalent combination of education and experience.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.