



Mapping Specialist and Signmaker (Passenger/Full-time)

Reports to: Assistant General Manager of the Reading and Northern Railroad Passenger Department.

Job Overview: Ability to design visually appealing and informative maps with a keen eye for detail and aesthetics. Design signs, logos, and other graphics. Operate a vinyl cutting machine for various signage throughout the railroad. The Mapping Specialist and Signmaker needs to be highly organized and self-motivated and have excellent attention to detail.

Responsibilities and Duties:

- Follow Reading and Northern Railroad company standards.
- Cut and weed stencils for Restoration projects.
- Design maps and artist conceptions.
- Create building floor plans and side elevation drawings for proposed buildings.
- Update railroad track "Val Maps" to show current configuration of trackage.
- Artist conception of proposed buildings and changes to trackage.
- Design signs for various locations throughout the railroad.
- Develop policies and procedures for signage and machinery.
- Manage inventory and place orders as necessary.

Vinyl Machine Operator

- Ability to layout and run the plotter, from start to finish, setup, maintenance, and cleanup.
- Prepare and cut out artwork in vinyl sheets and attach to appropriate material.
- Efficient at weeding and applying the proper transfer material for the project and installing vinyl on projects. For example, sign making, vehicle & equipment lettering.
- Keep up with inventory of supplies, vinyl, install tools, etc.
- Familiar with design software.

Marketing

- Create logos, vector images, decals, and other company branding material.
- Work with Assistant General Manager and Marketing and Advertising Coordinator with making design choices, such as fonts and colors, for all company content.

Administrative

- Maintain files.
- Organize tasks and meet deadlines.
- Prepare and file approval sign off sheet for various designs.
- Work with Passenger Management to submit purchase orders.
- Email and phone communications with vendors and other railroad departments.

Miscellaneous

- Work some weekends and holidays.
- Computer skills and knowledge of design software and Microsoft Office.
- Ability to learn, comprehend and execute job duties.
- Attention to detail and problem-solving.
- Excellent time management skills and the ability to multi-task and prioritize work.

Qualifications

- Must be 18 years or older.
- Creative and artistic/drawing ability.
- Good organizational and communication skills.
- Ability to follow and effectively issue both written and verbal instructions.
- Able to work independently as well as a team environment.
- Possess a positive attitude.
- Ability to adapt to an ever-changing workload.
- Sit, stand, kneel, bend, climb for extended periods.
- Exposure to loud noises, dust, dirt, and grease.
- Ability to work in all weather conditions.