



Position Description – Labourer Signage

Division	City Operations
Portfolio	City Maintenance
Business Unit	Civil and Property Maintenance
Level	ME6
Reports To	Workgroup Leader – Property Maintenance and Signs
Prescribed Position	No

Position Objective

To undertake the installation, construction, maintenance and repair of Council signage, traffic management devices and associated infrastructure, ensuring assets are safe, compliant and maintained to relevant standards. The position contributes to the efficient delivery of maintenance and construction programs through the operation of plant and equipment, implementation of traffic management controls and completion of associated operational and administrative requirements.

Key Responsibilities

- Deliver the construction, installation, inspection, maintenance and renewal of Council signage, traffic management devices and associated infrastructure in accordance with approved standards, specifications and work programs.
- Undertake inspections on signage assets to assess their condition and identify maintenance, renewal and compliance requirements.
- Undertake civil construction and maintenance activities associated with the installation and maintenance of signage, parking controls and related traffic infrastructure.
- Implement traffic management plans and traffic control measures to ensure the safe and efficient delivery of works, in compliance with legislative and operational requirements.
- Provide day-to-day guidance and practical support to employees undertaking signage and traffic infrastructure maintenance activities.
- Operate plant, vehicles, equipment and motorised tools safely and effectively to support the delivery of maintenance and construction activities.
- Support the effective management of plant and equipment resources by monitoring utilisation, maintaining operational records and liaising with Fleet Services regarding maintenance and service requirements.
- Inspect and maintain plant, equipment and tools to ensure they remain safe, compliant and fit for operational use.
- Maintain accurate operational records and documentation, including work orders, timesheets, traffic management records, plant usage information and contractor documentation.

- Utilise Council technology systems and corporate applications to support work management, communication, reporting, record keeping and service delivery.
- Contribute to the development, review and continuous improvement of safe work procedures, work practices and operational processes that support service delivery outcomes.
- Provide professional and responsive customer service to internal and external stakeholders and represent Council positively in all interactions.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Management Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Ability to fabricate, install, inspect, repair and maintain signage and traffic management devices.
- Ability to safely operate plant, vehicles, equipment and motorised tools relevant to maintenance and construction activities.
- Ability to read and interpret plans, drawings, specifications and work instructions.
- Effective communication and interpersonal skills with customers, contractors and work colleagues.
- Ability to work effectively both independently and as part of a team.
- Ability and willingness to undertake higher duties or act in another position when required.
- Basic computer skills, including the ability to use Microsoft Office and corporate technology systems for communication, data entry, reporting and work management.
- Accurate literacy and numeracy skills to support record keeping and administration requirements.

Knowledge

- Sound knowledge of signage installation and maintenance practices.
- Knowledge of traffic management principles and practices.
- Knowledge of plant, equipment and tools used in civil construction and maintenance activities.
- Knowledge of relevant Australian Standards, including AS1742.
- Understanding of Work Health and Safety legislation and safe work practices.
- Knowledge of responsibilities relating to maintaining child safe environments.

Experience

- Experience in the construction, installation and maintenance of signs and traffic management devices.
- Experience undertaking civil maintenance and construction activities.
- Experience operating plant, equipment and vehicles associated with maintenance and construction works.
- Experience implementing traffic management controls and approved traffic management plans.
- Experience maintaining operational records and work documentation.

Qualifications & Requirements

• White Card Accredited	Essential
• Car Licence	Essential
• First Aid Certificate	Desirable
• Workzone Traffic Management Certificate	Desirable