

# Position Description



## Job Details

Job Title:	Sign Writer
Reports to:	Leading Hand Sign Writer
Directorate:	City Assets
Date:	November 2024

## Position Purpose/Job Summary

The Infrastructure Services Division is responsible for ensuring that the City's Infrastructure assets are constructed and maintained to a standard that closely aligns with the expectations of the community and the outcomes set out in Council's Management and Operational Plan. The Infrastructure Services Division comprises of Civil Operations, Building Trades, Mechanical Workshop, Fleet and Stores and Parks and Gardens

The Sign Writer is responsible for the designing and creating signs and other designated graphics for Fairfield City Council facilities, vehicles, and road work signs to enhance the image of Council's assets.

## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

### Essential:

- Completion of Year 10 School Certificate or Record of School Achievement (ROSA)
- A genuine interest in undertaking a Signwriting trade.
- Ability to satisfy basic manual handling and physical health requirements of the position and possess a willingness and ability to work in an indoor and outdoor environment.
- Literacy / numeracy skills commensurate to the position.
- Reasonable communication skills, both oral and written.
- Ability to work under supervision and as part of team in a fast-paced environment.
- Ability to develop sound knowledge and understanding of workplace health and safety.
- A commitment to the prescribed training requirements and personal development.
- White Card (Construction Induction Card) or ability and willingness to obtain prior to commencement.
- Current NSW Class C Drivers Licence or ability and willingness to obtain prior to commencement.
- Access to reliable transport for attendance at both work and external training providers.

## Key Accountabilities – Position Specific

1. Perform duties as set out in the training package, associated training plan and training contract and attend all training as required by the RTO
2. Design and create signs and graphics utilizing computerized sign manufacturing system in accordance with appropriate building codes, Australian Standards and Council requirements and specifications to ensure sign writing and painting for Council's assets
3. Undertake signage, linemarking and cleaning requirements including traditional hand painted,

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computerised, digitally printed graphics to contribute to the enhancement of the image of Council's assets
4. Coordinate the removal of graffiti from Council assets and buildings to contribute to the positive presentation and image of Council property
5. Design artwork and plans with various trade skills to the range of Council assets to fulfil signage requirements including linemarking and graffiti removal to enhance the image of Council's assets
6. Apply sign making using a selection of suitable materials for signs such as timber, plastic, metal, glass, paint as well as the preparation and/or cleaning of surfaces using various chemicals to produce a quality product and finish to enhance the image of Council's various assets
7. Complete administrative tasks associated with the duties of the position
8. Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

## Key Accountabilities – Core

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time
4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

## Reporting Relationships

Direct: Nil  
No. of Indirect: Nil

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## Key Relationships

1 Internal	
Communicating with	Nature of Communication
Leading Hand Signwriter, team members and other trades staff	Daily to receive work instruction and communicate about progress. Receive detailed on work to be completed. As required for obtaining materials
Corporate Stores	As required to ensure effective coordination of work
Construction and Maintenance Project Manager Administration staff	As required to obtain information or seek advice

## Key Relationships

2 External	
Communicating with	Nature of Communication
Suppliers	As required to obtain materials and new products, to organise schedules and inspections and obtain approvals
Public Utilities and Authorities ie Emergency Services	On a as needs basis in relation to job requirements or as required to report issues
Residents and members of the community	As required to answer and provide information relating to work being undertaken

## Position Dimensions

Budget :	Nil
Operating:	Nil
Staffing	Nil

## Decision making Authority & Accountability

<p><b>Decisions made by self</b></p> <ul style="list-style-type: none"> <li>The General Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in line with the WHSMS and WHS-01.1.1 WHS Responsibility, Accountability and Authority Guideline.</li> <li>The position works in a team environment and is accountable for the team's achievement of job requirements.</li> <li>The position is required to address work problems associated with the best approach to work requirements</li> </ul> <p><b>Decisions made in consultation</b></p> <ul style="list-style-type: none"> <li>The Sign Installer will consult with the immediate supervisor to ensure the efficient operation of the team</li> </ul> <p><b>Decisions referred to manager</b></p> <ul style="list-style-type: none"> <li>Problems or abnormalities need to be analysed and if there are no precedents determine the best approach to solving these in consultation with Project Manager or Leading Hand Sign Writer.</li> </ul>
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## Problem Solving

Challenges currently facing the position include:

1. Carrying out sign installation in the public domain given the need to maintain constant awareness of pedestrian and traffic safety and requirements
2. Installing signs in required location given the need to be aware of underground services and having to hand dig if services restrict workable area

## Competencies

Performance in this role will be assessed on core competencies that apply consistently to all jobs within Council. Each year performance criteria including relevant job specific competencies (identified in the Job Specific Skills Dictionary) and an Individual Work Plan / Individual Performance Plan will be negotiated and established in consultation with your manager.

## Signature

<b>Employee:</b>	<b>Signature</b>	<b>Date</b>
<b>Authorised by: (Manager)</b>	<b>Signature</b>	<b>Date</b>