

Position Description

Signwriter Painter

Position Title	Signwriter Painter	Role ID	PCSIG1
Division	Sustainable Communities and Environment	Unit	Parks and Active Communities
Job Grade	4	Award	38
Reports To	Foreman - Signwriting and Painting		
Revised/Created	January 2020 – Template updated		

Primary Objective

- Provide signwriting service and advice to Council ensuring compliance with relevant regulations and standards.
- Undertake painting to council amenities, park facilities and buildings and report required repairs or improvements to supervisor.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

Organisational Environment

SUSTAINABLE COMMUNITIES AND ENVIRONMENT

The Sustainable Communities and Environment Division is responsible for the Management of Resource Recovery, Sustainability and Environment, Parks and Active Communities, Community Services, Tweed Holiday Parks and Cultural Facilities throughout the Shire.

Parks and Active Communities Unit

The Parks and Active Communities Unit is responsible for the management and strategic development of Council-controlled parks, sporting and recreation facilities, swimming pools, cemeteries, civic centre buildings, public toilets and surf lifesaving within the Shire.

Position Description

Signwriter Painter

The Position

The position provides a signwriting and painting to all Council amenities, park facilities and buildings to ensure they are both ascetic and meet the relevant regulations and standards.

It is essential that the incumbent possess demonstrated skills in signwriting and painting.

The position requires interacting with other units within Council to provide advice on signage and painting and to ensure that projects are carried out in a professional and efficient manner.

The position uses Council's Information Management Software (ECM/DataWorks) to comply with organisational requirements for document registration and management.

The position is required to communicate with and provide information to senior council staff and supervisor.

The position has a particular responsibility for signwriting and painting to council amenities, park facilities and buildings and report to supervisor any repairs or improvements, which are encountered during normal performance of work.

A Tool Allowance may be applicable to the position incumbent.

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Signwriting to Council Amenities, Park Facilities and Buildings	<ul style="list-style-type: none"> • Determine appropriate siting of signage ensuring compliance with relevant standards and policy. • Determine and procure appropriate materials for each task. • Carry out manufacture of sign. • Install sign to relevant standards and ensure it is in appropriate location or deliver to person responsible. • Respond to any CWR requests carry out work as required or refer to appropriate staff. • Report any improvements required to senior staff.
2. Painting to Council Amenities, Park Facilities and Buildings	<ul style="list-style-type: none"> • Assess location to be painted to identify any risks and implement any safety requirements. • Determine and procure appropriate materials for each task. • Respond to any CWR requests and carry out work as required or refer to appropriate staff • Undertake painting tasks. • Liaise with other units within council's organisation to carry out repairs on existing or new work on councils buildings. • Coordinate work with other trades and ensure timely completion of projects.

Position Description

Signwriter Painter

3. Advice	<ul style="list-style-type: none">• Provide general signwriting and painting advise to internal and external customers.
4. Supervision	<ul style="list-style-type: none">• Supervise and assist in training apprentices.• Supervise a team.• Supervise works carried out by contractors.• Perform performance appraisals.
5. Conflict Resolution	<ul style="list-style-type: none">• Resolve conflicts that may arise between staff under direct supervision.
6. Training	<ul style="list-style-type: none">• Provide on the job training to apprentices.• Provide on the job training to new or existing staff.

The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017, new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

Organisational and External Relationships

Organisational Relationships

- Across all Units and levels as required.

External Relationships

- General Public
- Trade Suppliers

Position Description

Signwriter Painter

Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. Trade Certificate or equivalent level of training to carry out the works of signwriting and painting.
2. Current Vehicle Licence - Car.
3. Demonstrated competence in the application of trade skills to required work.
4. Demonstrated competence in the application of appropriate codes.
5. Demonstrated knowledge of health and safety in the workplace.
6. Demonstrated competent written and oral communication skills.
7. Demonstrated knowledge of signwriting plotters and associated software.
8. Demonstrated knowledge of painting requirements and techniques.

Desirable:

9. Demonstrated competence in hand lettering signage.
10. Demonstrated knowledge of wide format printers.
11. Demonstrated knowledge of C.A.D. software
12. General Construction Induction Card (White Card).

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Intermediate
Display Resilience and Adaptability	Intermediate
Act with Integrity	Intermediate
Demonstrate Accountability	Intermediate
Relationships	
Work Collaboratively	Intermediate
Communicate with a Customer and Community Focus	Intermediate
Influence and Negotiate	N/A

Position Description

Signwriter Painter

Results	
Plan and Prioritise	N/A
Think and Solve Problems	Intermediate
Deliver Results	Intermediate
Workforce Leadership (supervisory roles only)	
Manage and Develop People	N/A