

SIGNAGE INSTALLER

POSITION DESCRIPTION

Position Title:	Signage Installer
Responsible To:	Work Group Leader, Civil Construction & Maintenance
Council Portfolio:	City Shaping
Council Program:	City Operations
Classification Level:	Wages, CSE Grade 6

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environmental leadership now and into the future.

Overview of Program

The City Operations Program ensures our City's assets, including streets, parks and other public spaces are attractive, clean, well presented and maintained so we all have a city to enjoy and be proud of.

Key Relationships / Interactions

Internal	Employees across the City Operations Program
	City of Adelaide (CoA) employees across all Portfolios, Programs & Corporate Teams
	Cross Functional teams for organisation-wide projects
External	Contractors and Service providers
	Materials Suppliers
	Members of the public
	Business owners
	Emergency Services
	Property Residents

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Primary Purpose

As part of the City Operations Program the Signage Installer, Infrastructure Maintenance will ensure the correct installation of Parking Signs, Traffic signs, Temporary Parking Control signs. (May involve concreting). Replace damaged / missing/ vandalised signs and will be responsible for flag raising / lowering.

This position will also ensure all work is carried out safely within the area of responsibility and conforms to appropriate Corporation policies and legislative requirements.

Responsibilities

The Signage Installer is responsible for:

- Ensuring that all sign activities are carried out safely and to specified levels of quality and service.
- Measuring and calculating requirements for daily operations and ordering of materials.
- Assisting with the installation of flags, with road closures and special events (out of hours required).
- Ensuring that all work is carried out as per the documentation provided.
- Ensuring that their work is carried out in line with approved practices relating to work site safety, tool and plant maintenance and Safe Operating Procedures.
- Remaining up to date and complying with all relevant legislative acts, regulations, industrial awards, Corporation policies and procedures at all times.
- The care and protection of Corporation resources, assets and property under their control.
- The provision of exceptional customer service to all internal / external customers and working in a cooperative and courteous manner with all staff within the council.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	MR Truck license Work Zone Traffic Management Qualification.	Essential
People Management	Experience dealing with members of the public and community groups.	Desirable
Financial Skills & Acumen	Able to document materials and labour accurately.	Desirable
Technical Knowledge & Experience	Sound practical knowledge of the fundamental nature of sign installation practices, products and techniques employed in the maintenance of the infrastructure. Be able to read plans, maps etc. to ensure correct installation. Demonstrated ability in carrying out accurate measuring and calculations associated with daily operations and identification of material requirements. Comprehensive knowledge of the signs, times, sizes, regulations as used in the parking industry.	Essential
Project Management	Assist with technical knowledge.	Desirable
Innovation & Initiative	Self-motivated, results oriented and able to initiate actions to ensure objectives are achieved.	Essential
Resource Management & Decision Making	Ability to prioritise and be flexible when responding to changing priorities and demands.	Essential
Professional Development	A commitment to maintain and continually develop knowledge of current practices as well as ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	Excellent customer service skills, including the ability to effectively liaise and engage with members of the public and community groups. Demonstrated high level skills in dealing confidently and courteously with people both internally and externally.	Essential
Collaboration & Communication	Capacity to work independently with minimal direction and collaboratively in a team environment. Experience dealing with members of the public and community groups.	Essential
Administrative Skills	Working knowledge of administrative activities. Knowledge of the safe operation of specialised machinery used in the construction and maintenance industry. An understanding of the obligations of employers and employees under the Work, Health & Safety Act.	Essential
Government Experience	Experience working in a government environment. An understanding of Council's strategic directions and vision for the city. An understanding of the Corporation's strategic directions and vision in support of Council's strategic direction.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance is required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Signage Installer
Work Area	Various
Physical Demand Rating	Medium Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting	✓			Office chair, driving	Critical Range of Motion: Shoulders to 160° flexion (repetitive). Lift Capacity: Up to 20kg, ground to waist. Push / Pull Force: Moderate to high force at time using some tools and equipment Environmental Factors: Working outside, with traffic and members of the public nearby at times. Task Rotation: Change tasks regularly throughout the day. PPE: Uniform, steel cap boots. Specific PPE when using certain equipment. Sun protection when outside.
Standing		✓		Various surfaces	
Walking	✓			Various surfaces and distances	
Climbing	✓			In and out vehicles, occasional stairs	
Bending	✓			Moderate to high force using equipment, moving signs and setting up for events, raising flags	
Squatting	✓			Accessing low to the ground at times	
Gripping		✓		Tools, signs, posts, traffic management, equipment, operating vehicles	
Forward Reach		✓		Operating vehicles, accessing equipment from vehicles, using equipment, setting up	
Lift	✓			Up to 20kg ground to waist for some equipment and signage	
Carry	✓			Up to 20kg various equipment, signage and traffic management items	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

Summary

The work involves installation of signs, temporary parking controls, flag raising and replacing damaged signs. At times the work can involve a variety of different manual handling tasks setting up for events, installing signs, setting up traffic management and raising / lowering flags.

The work can involve at times:

Repetitive arm movements and force
 Awkward work postures at times working at ground level
 Sustained postures, i.e. standing, walking, sitting
 Climbing in and out of work vehicles

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Manual Handling Functional Capacity:

- Repetitive pushing and pulling up to 20kg
- Repetitive semi-squat posture and action
- Lifting up to 20kg floor to waist

Physical Work Demands include:

- Sign post boring (Heavy Work)
- Road Closure (Light Work)
- Street Sign Removal (Medium Work)
- Street Sign Preparation (Medium Work)
- Traffic management (Medium Work)
- Flag Raising (Very Light Work) and Flag Raising Vic SQ (Medium Work)

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.