

POSITION DESCRIPTION

Position Title:	Team Leader Signage and Control
Position Number:	11012
Directorate:	Strategic Projects & Infrastructure
Department:	Infrastructure Services
Reports to:	Works Supervisor
Supervises:	Maintenance Worker Plant Operators
Agreement:	City of Karratha Enterprise Agreement 2021
Classification:	MEU Level 5

1. POSITION OVERVIEW

The Team Leader Signage and Control is responsible for performing and leading the maintenance and installation activities of Council's street, regulatory, directional and safety signage, bollards, road side guide posts, W-Beam (crash barriers) and road delineation devices in accordance with Austroad and MRWA standards.

The position has responsibility to lead and supervise work programs, OH&S, staff, plant, materials, dial before you dig (field activities) and reporting associated with the City's sign operations functions.

1.1. Position Objectives

- Carry out allocated work programs and undertake repairs and maintenance of Council's services;
- Liaise with the Leading Hands and Works Supervisor regarding safety and day-to-day operation matters relating to road side delineation and signage;
- Liaise with Ranger Services regarding regulatory signage requirements. (ie. street parking signs, age requirements, open area drainage and sand dune access);
- Report and order signs (via Depot Services);
- Complete daily recordkeeping into City's asset management system;
- Utilise Dial Before You Dig principles, prior to installation of signs;
- Fulfil other operational duties as directed.

2. DUTIES & RESPONSIBILITIES

2.1. Operational

- Physical fitness to be able to operate the following plant and equipment as may be required for the position:
 - Sign truck and associated equipment
 - Bobcat
 - Backhoe
 - Wacker packer
 - Kango hammers
 - Concrete mixer
 - Pressure cleaner
 - Pavement cutters
 - Power and hand tools (includes shovel, rake, mattock and similar)
 - Other City of Karratha machinery and plant as required

2.2. Maintenance

- Complete work from written work orders or verbal instructions from the Operations Supervisor and Leading Hand;
- Repair and/or replace street signage within the City of Karratha;
- Remove and replace damaged parking signs and traffic signs;
- Repair and replace bollards;
- Repair and replace W-Beam crash barriers.;
- Record maintenance works undertaken on appropriate forms for asset data updating into the My Data system;
- Staff leadership;
- Ensure truck and plant maintenance is carried out appropriately;
- Monitor work tickets and ensure activities are carried out within stipulated timeframes;
- Ensure that work undertaken is in accordance with construction standards and complies with MRWA and Austroads standards and best practice.
- Be proactive toward signage maintenance activities;
- Ensure Traffic Management requirements are implemented to Australian Standards when working within road reserve.

2.3. Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety.
- Utilise the City's procedure for OHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of safety or health.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the OHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Authority and Accountability

- Works under limited supervision of the Leading Hand Maintenance
- Works in accordance with approved Council's policies, procedures and guidelines.
- Working knowledge of sign and delineation maintenance procedures;
- Leadership of associated staff;
- Control and management of associated plant and machinery;
- Control and delivery of day-to-day traffic management implementation.

3.2. Judgement and Problem Solving

- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents, and instructions.
- Ability to determine and present recommended actions to complete projects effectively and efficiently.

3.3. Specialist Knowledge and Skills

- Demonstrated knowledge of equipment associated with general maintenance activities;
- Demonstrated skills for the installation, repair and maintenance of minor to medium type signage and infrastructure installation;
- Demonstrated knowledge and ability to undertake field activities for underground service locations using a ground penetrating detector. (The City has a Digitex 100 series transmitter location unit).
- Record and relay information to various City of Karratha staff in relation to signage issues and requests
- Record maintenance of works undertaken and deliver appropriate forms for asset data updating and collect and collate road failure repair data for the My Data system.

3.4. Management Skills

- Demonstrated team organising skills, use of initiative, proactive problem solving and conflict management skills.
- Demonstrated leadership experience.
- Ability to train and develop staff within operations team.
- Ability to work cooperatively and effectively in a team-based environment.
- Monitor the performance of the maintenance worker plant operator crew ensuring that they are held accountable for the work undertaken.
- Ensure appropriate quality of works undertaken by maintenance worker plant operator crew.

3.5. Inter Personal Skills

- Sound written and verbal communication and numeracy skills including the ability to use these skills with weight, volume and distance measurements;
- Ability to complete daily record sheets.
- Ability to prioritise tasks and minimise risk to the City and community;
- Ability to build rapport among the operations team.
- Ability to present information verbally in a one-on-one, small group situation and to other employees within the organisation.

3.6. Physical Requirements

- Fitness, agility and mobility to safely carry out tasks in a variety of weather conditions from extreme heat and humidity to cold windy conditions.
- Fitness, agility and mobility to safely carry out use of necessary tools such as shovels, rakes, brooms, electric tools and cement mixers to assist with day labour within the position and perform heavy lifting in accordance with Worksafe guidelines.

3.7. Qualifications and Experience

- Relevant experience in a similar position (Desirable)
- Identify, Locate and Protect Underground Services ticket
- Bobcat & Backhoe tickets (Desirable)
- Experienced in the use of hand tools such as drills, grinders etc.
- Basic Traffic Management certificate
- Previous Local Government experience (Desirable)
- Current HR driver's licence (MC desirable)
- National (or Federal) Police Clearance no more than 6 months' old

PD Approved by: Chief Executive Officer

Supervisor: **Signature:**
(Print)

Employee: **Signature:**
(Print)

Date Appointed: