



Signs and Lines Leading Hand

Position Description

Incumbent:	VACANT
Position Number:	5016
Directorate:	Infrastructure
Team:	Maintenance
Position Status:	Full Time
Classification:	QLGIA (Stream B) Level 5
Current Level:	
Reports to:	Sealed Network Team Leader
Accountable for:	Nil
Location:	Ilfracombe
Revised:	December 2021

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

This role is required to supervise, organise, direct and control the signs and lines work, including ensuring quality work and that signs are erected in lines with the associated guidelines and standards. Further, this position is required to contribute to the efficient and effective operations of the sealed network team and ensure all work is carried out in line with Council Workplace Health and Safety policies and procedures.

Position Responsibilities

- Overseeing and carrying out the duties of the signs and lines team, including ensuring quality work output of all assigned activities.
- Ensuring that road signage is erected in line with the principle guidelines and associated standards.
- Conducting “roo runs” as per RMPC guidelines on main roads as per Council requirements.
- Garbage collection and cleaning of toilet facilities on main roads as per Council requirements.
- Provide a high level of customer service to the general public and stakeholders.
- Assist with annual work program priorities for road maintenance and construction unit in accordance with adopted budget provisions.
- Operation of vehicles and light plant associated with maintenance and construction works.
- Ensure that plant and hand tools are kept in good working order, and used correctly and in a competent manner.
- Carry out general maintenance of plant and equipment to ensure safe operation and advise supervisor immediately of any faulty equipment.
- Conduct pre-start and pre-operation checks for all plant and equipment.
- Ability to carry out various duties including labouring and manual handling tasks (i.e lifting, digging, raking, sweeping, shovelling) as required with road maintenance, drain maintenance or construction work.
- Carry out all duties inline with Council’s Workplace Health and Safety policies and procedures and adhere to any legislative obligations.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer.

Position Requirements

Skills

- Sound communication skills both written and oral, with the ability to deal with all levels of the organisation and members of the public.
- Strong time management, organisation and planning with an ability to prioritise and meet critical timeframes.
- Basic numeracy skills to perform calculations relevant to duties.
- Demonstrated leadership and management skills in supervision and motivation of staff.
- Ability to follow directions and work with in a team environment.
- Ability to carry out machine operation, daily servicing checks and basic maintenance as per operators handbook and workshop guidelines.
- Ability to read and interpret plans and traffic management standards.

Knowledge

- A thorough understanding of how to maintain a safe working environment with demonstrated experience in managing risks associated with road maintenance and construction.
- Knowledge of road regulatory and advisory signage.
- Sound Knowledge of construction and maintenance techniques, including operational work practices and standards associated with the relevant work area.

Mandatory Experience/Qualifications

- Current “MR” Class Drivers Licence.
- Construction White Card.
- Traffic Management Implementation.
- Certificate III in Civil Construction.
- Proven experience in general maintenance and supervision of workers.
- Proven ability to operate a range of plant and hand tools associated with maintenance and construction works.

Desirable Experience/Qualifications

- Verification of Competency in the use of load shifting equipment.
- Traffic Control Certificate – Stop Slow Bat
- First Aid Certificate.

Delegations and Authorisations

Financial Delegation

A financial delegation of \$3,000.00 is assigned to this position. Please refer to Councils Procurement Management Directive for details of Councils guidelines as per Local Government Act and Regulation. Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s Electronic Document Management System.

Physical Requirements

Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

- Depth Perception
- Colour Discrimination
- Peripheral Vision
- Hearing

Specific Actions Required

This job may include:

- | | | |
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| <p>Standing/Walking</p> <ul style="list-style-type: none"> <input type="checkbox"/> None <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> 1-4 Hours <input type="checkbox"/> 4-6 Hours <input checked="" type="checkbox"/> 6-8 Hours | <p>Sitting</p> <ul style="list-style-type: none"> <input type="checkbox"/> None <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> 1-4 Hours <input type="checkbox"/> 4-6 Hours <input type="checkbox"/> 6-8 Hours | <p>Driving</p> <ul style="list-style-type: none"> <input type="checkbox"/> None <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> 1-4 Hours <input type="checkbox"/> 4-6 Hours <input type="checkbox"/> 6-8 Hours |
|--|--|--|

Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees.

Your responsibilities include:

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the **Health and safety duties and Duty of Care** requirements as specified within the *Work Health and Safety Act 2011 Part 2*.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the **LRC-SMS** by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;

14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
16. Report any concerns for WH&S to your Supervisor.

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Roger Naidoo, Director of Infrastructure
Signature:	
Date:	
Present Incumbent:	VACANT
Signature:	
Date:	