

Position Title	Apprentice Sign Writer
Department	City Assets
Unit	Open Space & Buildings Operations
Team	Building Maintenance
Supervises	Nil
Reports To	Team Leader Signs
Grade	T03-T04
Date Prepared	15/08/2016
Date Last Updated	25/08/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

To develop the skills and experience to provide sign design, manufacture, installation, repair and maintenance services to Council assets through on-the-job training and development of trade-related practices

Accountabilities

- Prepare and implement programmed works in conjunction with the Team Leader and Team Members
- Undertake additional training as required
- To develop the skills and experience to provide electrical installation, repair and maintenance services to Council assets through on-the-job training and development of trade-related practices
- Learn and apply new skills to specified standards
- Maximise productivity through current industry best practices
- Maintain and complete accurate records of works undertaken
- Ensure plant and equipment is correctly used and maintained
- Participate in trials of new techniques and systems of work to improve work practices and productivity
- Meet contract supply specifications
- Undertake other duties as required
- Attend all TAFE classes as scheduled to successfully complete all TAFE subjects / apprenticeship

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Labourer/ TAG		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	Safety and Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Safety and Accountability	Foundational	<ul style="list-style-type: none"> • Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly • Takes care of own and others' safety and wellbeing by following safe work practices • Identifies and speaks up about risks in the workplace
Relationships		
Customer and Community Focus	Foundational	<ul style="list-style-type: none"> • Shows awareness that he/she is working for the community • Shows respect, courtesy and fairness when interacting with customers and members of the community • Listens and asks questions to understand customer/ community needs • Informs customers of progress and checks their needs are being met
Results		
Think and Solve Problems	Foundational	<ul style="list-style-type: none"> • Finds and checks information needed to complete own work tasks • Breaks down information and issues into component parts • Thinks through the options available and checks his/her suggested approach • Refers complex issues and problems to a manager/ supervisor

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Completion of NSW record of School Achievement (RoSA)
- Class C Driver’s Licence (or in process of acquiring)

Essential Experience

- Ability to develop and Learn new skills
- Ability to communicate in order to establish common goals
- Ability to work and actively contribute as part of a self-managing, multi-skilled team
- Capacity to work in a multi-project environment and to deadlines
- Demonstrated high work standards
- Initiative and drive to succeed in chosen field

Desirable Qualifications and or Experience

- Completion of pre-apprenticeship trade course
- Partial completion of apprenticeship

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Could there be a conflict of interest with secondary employment?
