

# Upper Lachlan Shire Council



<b>Position</b>	Senior Building and Signs Officer ( <i>Fixed Term</i> )
<b>Reports to</b>	SENIOR BUILDING MAINTENANCE OFFICER
<b>Group</b>	Infrastructure
<b>Band/Level</b>	2/2
<b>Grade</b>	10
<b>Date revised</b>	2026

## Primary Purpose

Guide the day-to-day work of building maintenance and signage and support team members to undertake work efficiently, effectively and safely.

## Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

## Accountabilities

- Direct and undertake day-to-day activities of building maintenance and signage works to ensure organisational, management and legislative requirements are met
- Plan, update and arrange work plans, material lists, WHS documentation and undertake or allocate work tasks and identify improvements to work systems and processes
- Assessment of buildings or structures to prepare and prioritise defects.
- General tasks to support council buildings and operations.
- Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and any other work health and safety requirements/obligations under the Work Health and Safety Act.
- Ensure consistent delivery of the highest level of customer service.
- Control traffic at worksites, including the placement of signs, lights and barriers, in accordance with relevant legislative requirements and standards.
- Collect, collate and make available information for reporting, and produce accurate and timely reports as required.
- Complete paperwork (including timesheets) accurately and within required timeframes.
- Operate small plant and equipment following safe work practices and procedures and in accordance with operating instructions.
- Monitor and report on individual and the team's work performance and progress towards the delivery of work plan goals.
- Use resources efficiently, effectively and responsibly to complete work in a timely manner.
- Maintain adopted policies, procedures, processes and systems of work, and hold team members accountable to apply them when carrying out their work.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.



# SALARY PROGRESSION CRITERIA

## Building and Signs Supervisor



The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

### MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

<b>STEP 1 SKILLS</b>	
Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description.	
When the jobholder demonstrates the achievement of all Skills in Step 1, they are eligible for an increase in their rate of pay.	
1	Basic carpentry and joinery skills
2	The ability to read and understand plans
3	The ability to determine levels
4	An ability to set out and finish concreting jobs.
5	The handling and maintenance of electric hand tools.
6	Knowledge of WH&S and WorkCover regulations in relation to the position of carpenter.
7	Basic clerical skills to maintain required work records
8	Knowledge of Shire to identify work locations.
9	Knowledge of Council's standard traffic control procedures
10	Knowledge of ordering practices to obtain items from Council store

## STEP 2 SKILLS

Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 2, they are eligible for an increase in their rate of pay.

1	Follows Workplace procedures for hazard identification and risk control.
2	Participates in the management of WHS responsibilities.
3	Accepts responsibility for, and manages own works.
4	Works positively with others in the organisation.
5	Participates in Workplace change processes.
6	Adopts and utilises safe working practices.
7	Consistently demonstrates safe handling techniques.
8	Operates equipment competently (hand held tools, two-way radios, small plant items)

## STEP 3 SKILLS

Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 3, they are eligible for an increase in their rate of pay.

1	Maintains records.
2	Is able to fully organise self in conjunction with supervisor.
4	Possesses sound knowledge of asset maintenance strategies.
5	Demonstrated ability to train apprentice / trainee employee
6	Forklift Licence
7	Demonstrates competence in the use of a small crane and backhoe

## STEP 4 SKILLS

Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 4, they are eligible for an increase in their rate of pay.

1	Meets the requirements of the position description;
2	Maintains effective work practices;
3	Contributes effectively to the team environment;
4	Communicates effectively with superiors, fellow workers and the public;

5	Applies Council policies, practices and procedures in the work place;
6	Quality and quantity of work meets requirements
7	Determines whether work is within the scope of responsibilities/duties
8	Able to determine specific equipment, tools, materials, etc required for jobs.
9	Experience in the maintenance and construction of timber and reinforced concrete bridges

### STEP MAXIMUM SKILLS REQUIREMENT

To achieve Step Maximum Skills the jobholder must apply a superior level of skills, knowledge, Skills and expertise to the position. Step Maximum Skills will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum Skills will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Skills.

**Note:** Skills will be obtained and/or developed from a combination of the following sources:-

- Training.gov.au
- Job-specific Skills developed by Council
- WHS standards
- Former position description skill steps