

POSITION DESCRIPTION

APPRENTICE SIGN WRITER

POSITION DETAILS

Date of Position Description	October 2025
Position Title	Apprentice Sign Writer
Position Grade	Apprenticeship Award Rate
Directorate Business Unit	City Services & Projects Fleet & Depot Operations
Reports to	Team Leader – Sign Shop
Physical Requirements Category	Category 2- Field Role with considerable Physical Requirements
Job Location	316 Victoria Road, Rydalmere (Council retains the right to alter locations should the operational need arise)

POSITION OVERVIEW

Working under the guidance of qualified Sign Writers, you will assist in the design, manufacturing, installation, and maintenance of a wide range of signage for Council and public assets. You will be expected to undertake all prescribed training and actively participate in learning opportunities to develop the necessary skills for the trade.

KEY RESPONSIBILITIES

Role Specific

- Assist in the design, manufacture, installation, and maintenance of Council signage for Council and public assets.
- Learn and apply sign craft techniques, including computer-aided design, application on various mediums, and safe use of tools and equipment.
- Assist with routine and scheduled maintenance of machinery and tasks, ensuring all assets are maintained for the community.
- Identify work site hazards and apply appropriate control measures, including correct use of PPE.
- Contribute to the preparation and maintenance of safe work sites, including setting up safety barriers and complying with traffic control procedures.
- Complete and submit documentation (timesheets, risk assessments, SWMS, SWP/PTA, pre-start checks) under guidance.
- Check all plant and equipment daily to ensure sufficient stock and maintain safety requirements. Adapt to changing priorities and undertake other tasks as directed.
- Show initiative by providing feedback and input on improvements in operating procedures, programs, and work schedules.
- Ensure correct completion of all necessary administrative functions (electronic or paper-based) associated with the department.

Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

Education and Study Requirements:

In addition to the core work responsibilities, the Apprentice Sign Writer is required to meet their TAFE education and study requirements. It is essential for the apprentice to pass all their subjects and maintain their studies throughout the apprenticeship period.

Therefore, you must:

- Maintain satisfactory academic progress and meet the educational standards set by the apprenticeship program.
- Attend and actively participate in all required classes, workshops, and training sessions related to the apprenticeship.
- Demonstrate a strong commitment to continuous learning and personal development in the area of Sign Writer.

KNOWLEDGE

Qualifications

- Completion of Year 10 (ROSA certificate/transcript) or higher.
- Construction Induction Card (Whitecard).
- Class C Driver's Licence (P1) or ability to obtain; MR/HR Licence desirable but not required.

Experience

- No experience required, but basic knowledge or interest in signwriting practices (including computer-aided design and basic power tool knowledge) is desirable.

Skills

- Demonstrates an interest in art and design, with a keen eye for detail in visual presentation.
- Capacity to undertake the physical requirements of the position and area of specialisation.
- Willingness to learn and develop skills in the safe operation of tools and equipment.
- Good communication and teamwork skills for collaboration with supervisors and other team members.
- Basic literacy and numeracy skills for record-keeping and following instructions.
- Ability to work autonomously and within a team environment.
- Computer literate and ability to effectively use a computer or iPad.