

Position Description

POSITION	Street Cleaning Operator
SECTION	Civil & Park Maintenance
DEPARTMENT	City Assets
BUDGET SUBJECT	518
POSITION NO.	BCC1282, 1284, 1285, 1286, 1287, 1288, 1289, 1290, 1291, 1292, 1293, 1294, 1295, 1296, 1297, 1298, 1299, 1300, 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, 1310, 1311, 1312, 1313, 1314, 1315, 1316, 1317, 1318, 1319, 1321
POSITION TYPE	Full-time
REPORTS TO	Supervisor Street Cleaning
DIRECT REPORTS	No
POSITION GRADE	Band 1, Level 3, <u>Salary System</u> Grade 3
DATE	February 2015

POSITION PURPOSE:

- Assist in daily functions of the Street Cleaning section, including but not limited to:
 - Manual and mechanical street sweeping.
 - Cleansing of nominated utilities.
 - Removal of unwanted and/or orphan wastes.
- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the Work Health and Safety (WHS) Management System to ensure a safe place of work.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Relevant accreditations in a related field.
- Current HR driver's licence.

Desirable:

- Previous experience in waste management collection and/or removal or similar field.

AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities, which are consistent with the responsibilities of the position. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

KEY ACCOUNTABILITIES:

- Operate and maintain mobile plant to agreed performance standards.
- Effectively deliver street cleaning and collection services to meet agreed performance standards.
- Promote the image of Council's Street Cleaning Section as an effective organisation.
- Customer requests are completed efficiently and within nominated timeframes.
- Supply advice required to answer correspondence in accordance with nominated performance criteria.
- Undertake scheduled workplace learning programmes.

WHS:

- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the WHS Management System.
- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- WHS001- Matrix is attached.

Corporate:

- To commit to and embrace the objectives of Blacktown City 2030 – City of Excellence, and to be accountable for participating as appropriate in the allocated program of works designed to deliver on the identified objectives as directed.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

DUTIES:

- Clear designated areas of litter and debris using manual and mechanical techniques.
- Cleanse designated bus shelters.
- Collect unwanted materials and dead animals from designated areas in accordance with nominated performance criteria.
- Operate and maintain mobile plant in accordance with manufacturers' specifications, statutory requirements and Council's policies and procedures.
- Report operational issues to Supervisor.
- Complete daily run sheets providing comments on the outcome of customer requests.
- Complete administrative duties as required including but not limited to the operation of an answering machine service.
- Other duties as directed by Supervisor within the spread of hours as specified in contract of employment.

SELECTION CRITERIA:

- Relevant experience and appropriate qualifications in accordance with requirements outlined in the position description.
- Well developed communication skills.
- Demonstrated ability to work unsupervised.
- Ability to locate properties using a street directory, directions and signage.
- Knowledge of applicable legislation/regulations.
- Demonstrated commitment to customer service.
- Ability to work within a team environment.
- Availability to work flexible working hours.
- Current driver's licence.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.
- Ability to work unsupervised.
- Defined policies and procedures are implemented and followed.
- Ability to work effectively as a member of a team.
- Ability to accept responsibility for and manage own work.
- Mobile plant are operated and maintained to agreed performance standards.
- Satisfaction of Council's performance relating to street cleaning services as indicated by public survey/complaints received.
- Attendance at workplace learning programmes.

Employee Name (PRINT):

Employee Sighted and Agreed:

Date:

Supervisor Name (PRINT):

Authorised by Supervisor:

Date:
