

POSITION DESCRIPTION



POSITION TITLE:	Street Cleansing General Operator
POSITION NO:	
CLASSIFICATION:	General Operator Level 1
AWARD / LWAA:	Moreland City Council Enterprise Agreement 2018
DEPARTMENT:	City Infrastructure
BRANCH:	Open Space and Street Cleansing
WORK UNIT:	Street Cleansing
REPORTS TO:	Works Officer Response Services
SUPERVISES:	Not Applicable
PREPARED BY:	Unit Manager Street Cleansing
APPROVED BY:	Manager Open Space and Street Cleansing

Moreland's Values are mine!

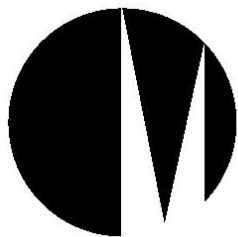


As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.






1. POSITION OBJECTIVES:

To undertake a range of duties within the Street Cleansing Unit at a high standard and in a safe, efficient and effective manner that will improve and enhance the cleanliness of the municipality in accordance with accepted work practices

DATE CREATED:	July 2013	DATE MODIFIED:	January 2021
DATE APPROVED:	April 2016	DATE PRINTED:	18 February 2021



To work across the Street Cleansing Unit when other staff are unavailable so as to ensure continuity of the provision of services within the Unit.

Value	Statement
	We acknowledge our main purpose is to work with our Community and customers
	I will support and value others
	I take pride in my work and am responsible for doing it well
	I will do what I say
	We will work within and across the organisation to achieve community outcomes

2. KEY RESPONSIBILITY AREAS:

Work in a safe, efficient and effective manner taking all reasonable care of one's own health and safety and for the health and safety of any other person(s) who may be affected by the employee's activities, in line with Councils Policies and Procedures

This includes:

To assist in accordance with developed rosters and work practices in which starting times may vary from 3:30am to 7.30 am and includes:

- General cleaning throughout the municipality including but not limited to Streets, Car parks, Right of Ways, Parks and reserves.
- Removal of Dumped Rubbish, Litter, Dead animals, Sharps (syringes).
- Sweeping of Shopping/activity Centres, residential streets, bus shelters, and Footpaths by both mechanical and manual means.
- Litter Bin Collection
- Pits & Drains Cleaning, including Combo truck

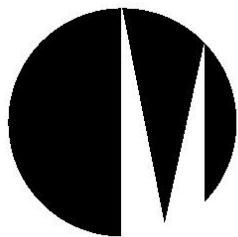
Participate in regular overtime to service the needs of the Saturday morning and Sunday morning programs.

DATE CREATED: July 2013

DATE MODIFIED: January 2021

DATE APPROVED: April 2016

DATE PRINTED: 18 February 2021



Undertake basic checks and provide routine maintenance to ensure that equipment used is in good condition. Ensure that any mechanical faults and/or items requiring repair or attention are reported to the immediate supervisor, or in their absence the Mechanical Workshop.

Operate a range of plant and equipment where necessary to carry out required cleaning or maintenance programs.

Be available for overtime in the case of an emergency or as per operational requirements.

Report any defects to Council assets, service authority assets and other situations particularly where there is a danger to the general public such as fallen branches, pot holes, unsafe fences, broken pit lids etc noticed whilst undertaking duties.

Continuous Improvement

- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.
- Assist Works Officer Programmed Services to monitor and collect data on daily litter collection weights

Occupational Health & Safety

- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.
- Proactively participate in programs, activities, reporting and audit processes to maintain the Unit's SafetyMap accreditation.

Environmental Sustainability

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.

Diversity & Equity

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Other duties

- Required to undertake other duties as directed.

3. ORGANISATIONAL RELATIONSHIPS:

Reports to: Works Officer Street Cleansing

Supervises: Not Applicable

Internal Liaison: Street Cleansing Staff
Depot Operations Team
Other Council Staff

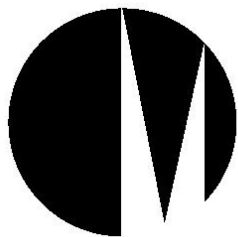
External Liaison: General Public

DATE CREATED: July 2013

DATE MODIFIED: January 2021

DATE APPROVED: April 2016

DATE PRINTED: 18 February 2021



4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

Responsible for performing tasks in a manner to promote a high standard of service to the public, in a respectful and courteous manner.

Responsible for utilising safe work practices and ensuring the creation and maintenance of a safe working environment.

Responsible for the quality and quantity of work performed and working as part of a team to ensure completion of the daily tasks required timeframes.

Provide 'on the job' training based on skills and experiences as and when requested.

5. JUDGEMENT AND DECISION MAKING:

The position occupant will need to exercise judgement and decision making in carrying out duties where:

- The nature of the direct works carried out by this position are well defined with established procedures, standards and well understood. It will frequently involve selection of the most appropriate equipment required for the job
- Resolve problems that relate to work tasks for which the employee is responsible. The employee is to exercise discretion during times when they are unable to obtain immediate advice from their Works Officer.

6. SPECIALIST KNOWLEDGE AND SKILLS:

- Knowledge and skills for the safe and competent driving of a Medium Rigid vehicle.
- Basic mechanical knowledge and skills to operate and maintain equipment, tailgate lifter, cranes, sweeping equipment, footpath sweepers.
- Physical skills capable of undertaking a range of manual handling duties.
- Basic skills to understand the requirements of the Occupational Health and Safety Act 2004.
- Basic skills to undertake First Aid. (Level 1 First Aid Certificate)

7. MANAGEMENT SKILLS:

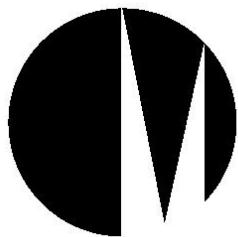
- Skills to complete tasks and achieve work objectives as set out in a daily works program.
- Ability to work independently and in a team environment.

8. INTERPERSONAL SKILLS:

Basic oral and written communications skills and ability to understand written and verbal instructions.

Ability to liaise with the public and other council staff in a friendly and courteous manner at all times.

DATE CREATED: July 2013	DATE MODIFIED: January 2021
DATE APPROVED: April 2016	DATE PRINTED: 18 February 2021



Ability to work in co-operation with others, and working as part of a team.

Ability to discuss and resolve minor problems.

9. QUALIFICATIONS AND EXPERIENCE:

- A current Drivers Licence, with Medium Rigid Licence Endorsement, (Mandatory)
- Demonstrated experience in driving a vehicle in built up areas and operating a range of plant and equipment (Desirable).
- Experience in providing high standard cleaning and maintenance programs within high profile areas.
- Able to carry out the duties and responsibilities in a professional and competent manner whilst in the public eye.
- Able to read and understand a street directory and rosters.

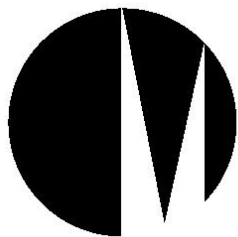
10. PHYSICAL REQUIREMENTS OF THE POSITION

TASK ANALYSIS

In the course of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	(X)	()
-below 10kgs	()	(X)	()	()
Manual handling frequency	()	(X)	()	()
Repetitive manual work	()	(X)	()	()
Repetitive bending/twisting	()	()	(X)	()
Working with arms above head	()	()	(X)	()
Lifting above shoulder height	()	()	(X)	()
Using hand tools – vibration/powerd	()	()	(X)	()
Operating precision machinery	()	()	(X)	()
Close inspection work	()	(X)	()	()
Wearing hearing protection	()	()	(X)	()
Wearing eye protection	()	()	(X)	()
Working in dusty conditions	()	()	(X)	()
Working in wet/slippy conditions	()	()	(X)	()
Wearing Gumboots	()	()	(X)	()
Wearing safety shoes/boots (steel cap)	(X)	()	()	()
Working with chemicals/solvents/detergents	()	()	(X)	()
Washing hands with soap (hygiene)	()	()	(X)	()
Working at heights	()	()	(X)	()

DATE CREATED: July 2013	DATE MODIFIED: January 2021
DATE APPROVED: April 2016	DATE PRINTED: 18 February 2021



Working in confined spaces	()	()	(X)	()
Working in chillers (+4 degrees C)	()	()	()	(X)
Performing clerical duties	()	()	(X)	()
Working on a keyboard	()	()	()	(X)
Driving cars and/or trucks	(X)	()	()	()
Other (please specify) _____	()	()	()	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

11. KEY SELECTION CRITERIA

- A current Victorian Drivers Licence with Medium Rigid Endorsement, (Mandatory)
- Demonstrated experience in driving trucks and operating a range of plant and equipment (Desirable)
- Demonstrated experience in providing a high standard of street cleansing and / or related maintenance programs.
- Ability to work independently and as a team.
- Ability to liaise with the public and other council staff in a friendly and courteous manner at all times.
- Basic oral and written communications skills and ability to understand written and verbal instructions

12. SIGNATURE PAGE

This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.

..... Date / /
(Staff member's signature)

..... Date / /
(Supervisor/Manager's signature)

Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.

DATE CREATED: July 2013	DATE MODIFIED: January 2021
DATE APPROVED: April 2016	DATE PRINTED: 18 February 2021