

POSITION DETAILS

Position Title:	Labourer (Public Domain)	Position Grade	1
Dept/Directorate:	Operation/City Works	Position Status / Hours per Week:	Full Time / 38

PRIMARY PURPOSE OF THE POSITION

- Provide maintenance labouring and cleaning services specifically relating to road, footpath and town centre works within the City of Ryde.
- Undertake maintenance programs as per Service Level Agreements.
- Operation of small plant and equipment to their optimum capacity in undertaking labouring and cleaning tasks.
- Fulfil administrative and record requirements of the position.

SELECTION CRITERIA

1. Essential Criteria

a. **Education / Qualifications**

- WHS General Induction Certificate
- Class C Drivers Licence

b. **Experience/Specific skills**

- High level of competency in use of Public Domain Cleaning related plant and equipment.
- Experience in cleaning of Public Domain facilities and infrastructure such as Town Centres, adjacent traffic facilities and garden beds.
- Experience in waste collection.
- Experience in maintenance of street furniture, fittings and signage.
- Competent level of literacy and numeracy.

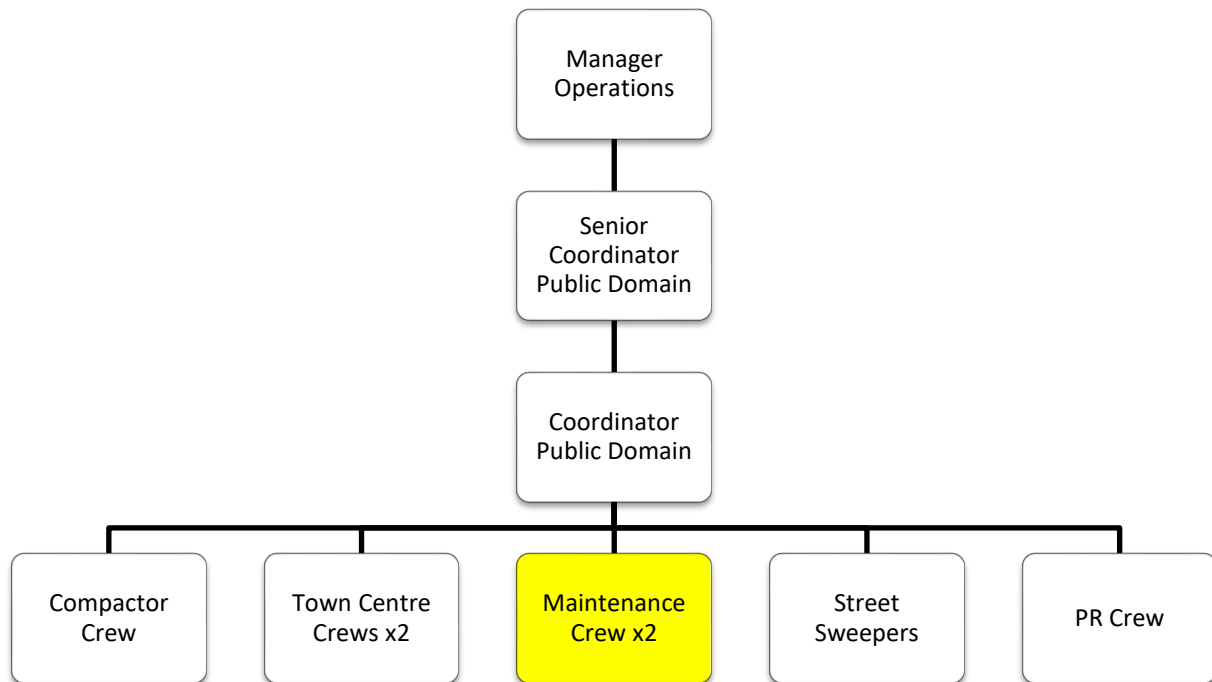
c. **Personal Attributes**

- Ability to work with others in a professional manner while attempting to achieve common goals.
- Ability to work independently or as part of a team, and to carrying out multiple tasks.
- Self-motivated/ability to work with limited supervision.
- High level of reliability and ethical behaviour.

2. Desirable Criteria

- Class MR or HR Truck Licence.
- Backhoe / Loader, Skid Steer or Excavator Certification.
- Experience in the operation of a Truck-mounted Street Sweeper
- Confined Space Certification.
- Experience with environmental controls.
- Experience with traffic management controls.
- Experience in cleansing and general maintenance of stormwater pits.
- Bilingual language skills

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES

- 59. Public Domain improvement and maintenance service
- 60. Street and public lighting improvement and maintenance service (smart poles)
- 147. Wharves, jetties, boat ramps and seawalls improvement and maintenance service

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery

CORPORATE ACCOUNTABILITIES

15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions where appropriate. You are also responsible for the following:

Work Health and Safety

- follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- participate in development of safe work methods and risk assessments with your Supervisor when required;
- actively participate in WHS inductions and training when required;
- wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- participate in workplace inspections if required;
- take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- participate in emergency preparedness training, including any required knowledge for business continuity plans
- report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- report all injuries/illnesses to your Supervisor immediately;
- if injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

Employee's Name	
Employee's Signature:	
Date:	