STREET CLEANER
POSITION DESCRIPTION

POSITION NO: 20140846
DIRECTORATE: City Infrastructure
BRANCH: Infrastructure Services
UNIT: Depot Operations
STATUS: Permanent Part Time
CLASSIFICATION: Band 3
OCCUPANT: Vacant
LOCATION: Scott Street Depot
DATE: August 2014

POSITION CONTEXT & OBJECTIVE(S):
As a member of a team, carry out allocated tasks to specified standards, to meet customer expectations with a business focus.
To provide excellent street cleaning services to the Central Business District and designated areas and maintain the plant item to the specified standard.
To ensure the safe operation of the sweeper, including compliance with all road laws and regulations.

KEY RESPONSIBILITIES AND DUTIES:
1. To undertake street cleaning activities within the central business district and other designated areas.
2. Operating and maintaining plant and equipment in an effective and efficient manner and in compliance with relevant laws and regulations.
3. Proven ability to effectively operate a suction sweeper to minimise the risk of damage to the sweeper, other vehicles, street trees and infrastructure.
4. To ensure that the vehicle is driven in accordance with the State of Victoria road laws/regulations.
5. Work within all council health and safety policies and wear and use personal safety equipment provided.
6. Adherence to all Council’s policies and procedures as relevant to this position.
7. Provide assistance to other depot operations activities when directed by Team Leader Roads and Drainage. Including; but not limited to; drainage works, emergency response work, litter bins and other activities as directed.

ORGANISATIONAL RESPONSIBILITIES
The organisation responsibilities of this position are outlined in the “General Conditions of Employment” (attached to this position description).

CHECKS:
The incumbent must have and maintain a current Fit2Work (Police Records) and/or Working with Children Check.
☐/☒ YES
OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the Warrnambool City Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIPS:

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Roads and Drains Team Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervises:</td>
<td>As required</td>
</tr>
<tr>
<td>Internal Contacts:</td>
<td>Outdoor Staff</td>
</tr>
<tr>
<td>External Contacts:</td>
<td>Business operators, contractors, general public and visitors.</td>
</tr>
</tbody>
</table>

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

1. The Operator will be accountable for the care, safety and general maintenance of plant, equipment and assets used in the daily operations.
2. To be responsible for the quality, quantity and timeliness of work within the City and for the provision of sweeping productivity records.
3. Operating and maintaining plant and equipment as required in an effective and efficient manner, to Council’s standards and in compliance with relevant laws and regulations.
4. Works under routine supervision and is responsible for the quality of work performed.
5. Understand and observe the Risk Management Policy and related procedures.

JUDGEMENT AND DECISION MAKING:

1. The particular tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes.
2. Implement manual cleaning during times of machine breakdowns and/or failures.
3. Ensure cleaning works have minimal impact on business operations.
4. Guidance and advice is always available to assist with difficult situations.

SPECIALIST KNOWLEDGE AND SKILLS:

1. Sound skills in operating and maintaining a suction street sweeper, including daily maintenance, changing of brooms, machine hygiene and other tasks relevant to position requirements.
2. Knowledge of relevant road law and road sign regulations.
3. Ability to perform manual work including lifting of weights in accordance with Occupational Health and Safety guidelines.
4. Understanding of the capabilities/low level daily maintenance and operations of the suction street sweeper.

MANAGEMENT SKILLS:

1. Ability to maintain time with specific regard to commencement and finish times.
2. Demonstrated ability to set work priorities on a daily basis.

INTERPERSONAL SKILLS:

1. Ability to contribute to provide excellent customer service and respond positively and professionally to internal and external customers, including shop and business owners and their customers.
2. Ability to work as part of a team, be a team player and contribute to workplace improvements, programs and team discussions.
3. A proven and motivated “self-starter” who takes pride in their work and can demonstrate attention to detail in their work history.

4. Good skills in oral and written communication.

5. Ability to record and report completed works on computer software, iPads etc.

**QUALIFICATIONS AND EXPERIENCE:**

1. Experience in operating a suction street sweeper.

2. Experience in performing day to day maintenance required on the suction street sweeper.

3. Some experience in working in outdoor field involving municipal maintenance or related activities.

4. Current Victorian driver’s license is essential.

5. Medium Rigid truck licence is essential.

6. Heavy Rigid truck license is highly desirable.

**RELEVANT PHYSICAL RESPONSIBILITIES**

**Location of work:** This position will require working in the following environments:

<table>
<thead>
<tr>
<th>Environment</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoor (office / workshop)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Physical activities:** The work is likely to require a certain amount of physical activity, such as:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sitting</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Bending</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repetitive hand work</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Heavy lifting (&gt;15kg)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Plant and Equipment:** This role involves working with or near plant or equipment:

<table>
<thead>
<tr>
<th>Hazard / Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotating parts</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Noisy Environment</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Mobile or moving</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Strobe or similar lights</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Operating plant controls</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Driving plant or vehicles</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Machinery Vibration</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Ability to distinguish between colours</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using hand held tools</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Working with irritants, chemicals, fumes and/or dust</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Working in hot surroundings</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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</tbody>
</table>
Other activities: This role may also include:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talking on the phone</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct contact with people</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Working at heights</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with animals/wildlife</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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</tbody>
</table>

CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature: Date:

KEY SELECTION CRITERIA:

Applicants should address the following in their applications

1. Demonstrated skills in the operation of required plant and equipment
2. Understanding of OH&S legislation and other work related policies
3. Quality standard of oral and written communication skills
4. Ability to record and report on work projects
5. Basic computer skills and capacity to learn new systems.
6. Ability to liaise effectively and professionally with external organisations.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.
The conditions of employment are generally in accordance with the Warrnambool City Council Enterprise Agreement. A copy of this document is available by contacting the Organisation Development Branch.

RESPONSIBILITIES OF ALL WARRNAMBOOL CITY COUNCIL EMPLOYEES:

In addition to the key responsibilities and duties specified in each Position Description, Warrnambool City Council EMPLOYEES MUST:

Staff Conduct and Ethical Standards

- Comply with the Staff Code of Conduct, Council Policy and procedures and any conduct principles for Council employees which may be prescribed in the Act from time to time.
- Not use for their personal gain or knowledge nor disclose any confidential information which may be acquired as a result of special opportunities arising out of their employment by the Council.
- Not make improper use of any information acquired as a result of employment to gain directly or indirectly a pecuniary advantage for himself/herself or for any other person or with intent to cause detriment to the Council.
- Not engage in any private practice (whether or not relating to activities within or outside the municipality) except with the specific permission of the Chief Executive, also being subject to the provisions of the Local Government Act 1989 (the Act).
- Carry out and perform the duties lawfully and to the best of their ability and judgment and to the satisfaction of Council management.
- At all times comply with the terms of the Enterprise Agreement and any Industrial Instrument;
- Devote their whole time and attention to their duties during the hours reasonably required to properly perform their Duties.
- Carry out all lawful instructions and directions of Council management.
- Promote the aims and objectives of the Council.
- Immediately report any actual or potential misconduct (including actual or potential breach of any laws) by any other employee of the Council.
- Disclose to through their line manager any facts, information or circumstances which may give rise to a conflict between the employee’s interests and the interests of the Council.
- At all times comply with the provisions of the Act and any other legislation applying to matters within the scope of the employee’s employment.
- Ensure information obtained through employment with the Warrnambool City Council remains confidential and therefore cannot be discussed with any outside individuals or organisations, without Council consent. The confidentiality of Council information remains binding even following completion of service with the Warrnambool City Council.
Customer Services Standards

- Promote Council’s customer service charter and comply with Warrnambool City Council Customer Performance Standards.
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.

Occupational Health & Safety/Risk Management

- Comply with all policies, procedures, directions and safe systems of work on Health & Safety; ensuring you behave at all times in a manner so as not to endanger yourselves or any other person (whether that be a colleague, a supplier, a contractor or a member of the public).
- Report all accidents, hazards, near misses and other OHS issues to your immediate supervisor and consult with management through accepted channels.
- Observe and comply with Council’s Risk Management Policy, procedures and processes.

Equal Employment Opportunity and Diversity

- Demonstrate an awareness and understanding of state and federal equal opportunity laws
- Demonstrate commitment and understanding of Access and Equity principles as they relate to provision of government services
- Advocate and foster harmonious, connected communities, recognising the community’s values and celebrated differences through mutual respect, understanding and sense of belonging.

Learning & Development

- Identify training and development needs through Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.
- Participate in employee feedback surveys, continuous improvement, corporate and professional development programs as requested.

Information Technology & Records Management:

- Observe and comply with all applicable laws relevant to Public Records, Council’s Records Management Policy and Council’s IT and electronic resources.
- Ensure effective utilisation of Council’s corporate records management, library and data storage systems.
- Observe and comply with Council’s IT, Computer Use and other electronic resources Policies.
- Not use Council IT systems and electronic resources
  - for excessive or unreasonable personal use;
  - to view or distribute unlawful material, or material which may be regarded as offensive or inappropriate; or
to copy, disclose or use material in breach of the Staff Code of Conduct or your employment agreement.

NB: The Council may at any time access, monitor, log and record any communication or information developed, used, received, stored or transmitted by an employee using the Council’s resources, including Council’s IT Systems. Filtering systems are installed in the Council’s IT Systems which restrict the inward and outward flow of certain types of material, including emails and viruses. Accordingly, some email traffic may be blocked.

By agreeing to the terms of employment, an employee gives consent to the Council to carry out computer surveillance and the Council monitoring the employee’s use of the Council’s IT Systems and electronic resources, either at the Council’s premises or at any other place.

Emergency Management

- As part of the duties associated with this position, you may be expected (within reason) to assist in dealing with an emergency situation, should one arise, affecting the operation of Council and/or the wellbeing of the community

Sustainability

- Incorporate Warrnambool City Council’s sustainability objectives and targets into projects, programs and services.
- Within the the scope of their position complt with sustainable principles when procuring goods and services on behalf of Council.
- Promote and participate in a culture of sustainability.

Warrnambool City Council’s Staff Code of Conduct and other Council policies and procedures are accessible to employees via Council’s intranet (Noticeboard) or by contacting Human Resources.

ANNUAL STAFF PERFORMANCE REVIEW PROCESS

Staff participate in an Annual Staff Performance Review which is undertaken in July - September. The Review comprises as a minimum assessment of the following:

- Meeting of established performance objectives.
- Acquisition and satisfactory utilisation of new or enhanced skills.
- Satisfactory service according to Council criteria.
- Review of salary grading based on adopted remuneration management system.

HOURS OF DUTY:

Hours of duty will be 30 hours per week, 6:00am – 12:00pm (Monday to Friday).

TENURE:

The tenure of this position is Permanent Part Time

MINIMUM EMPLOYMENT PERIOD:

This position is subject to a minimum employment period (6 months qualifying) during which time the employee’s suitability for ongoing employment will be assessed.
**SALARY:**

This position is classified Band 3 with an hourly rate of $28.55 (inclusive of 9.5% employer superannuation, industry allowance and plant maintenance) in accordance with Warrnambool City Council’s Enterprise Agreement, Part B – Award.

**LEAVE ENTITLEMENTS:**

Annual leave is four weeks per annum. Long service leave is pro-rata after 7 years service. Sick leave is twelve days per annum on full pay (cumulative). Entitlements are pro-rata for part-time employees.

*Please note leave entitlements are not available to those employees who are paid a loading in lieu of sick leave and annual leave.*

**SUPERANNUATION:**

The Council is required to make a statutory contribution to the scheme for the employee’s benefit. The employee may also make a contribution. Since 1st July 2014 the statutory contribution is 9.5% of the annual salary.

The Council’s Enterprise Agreement provides that:

The Warrnambool City Council shall continue to be a participating employer in the Vision Superannuation Fund (the Defined Benefits Scheme and/or LASPLAN) in accordance with the provisions and requirements of the Vision Super Fund Trust Deeds.

The Warrnambool City Council will also be a participating Employer of HESTA and any Registered Nurse may elect to have their Employer’s superannuation funds paid into HESTA.

The Council shall contribute to the above fund(s) in accordance with the Superannuation Guarantee Act 1992, on behalf of each employee.

**RESIGNATION/TERMINATION:**

Subject to the provisions of the Local Government Act 1989 and Warrnambool City Council’s Enterprise Agreement, termination of employment shall be effected by notice in writing by either party.

**SMOKING:**

Smoking is not permitted in the Council owned and/or managed buildings and also Council vehicles, including plant.

**EMPLOYEE BENEFITS:**

Council provides support and facilities to enable staff to achieve a realistic work and life balance. In particular we offer the follow employee benefits (many of which are part of Council’s Enterprise Agreement):

- Training and career development opportunities including study assistance
- Salary sacrifice arrangements (superannuation and pool/gym membership)
- Flexible leave and work arrangements
- Paid maternity and paternity leave
- Corporate Health & Wellbeing Program
- Corporate Health Insurance Program
- Active Social Club
- Employee Assistance Program – free counselling and support
- Discounted pool/gym memberships

**APPLICATIONS:**

Applications close **5.00 P.M. FRIDAY 22 AUGUST 2014**

Applications can be forwarded to the following postal address:

**Recruitment - Human Resources Unit**  
Warrnambool City Council  
P.O. Box 198  
Warrnambool 3280

Or e-mailed to: [hr@warrnambool.vic.gov.au](mailto:hr@warrnambool.vic.gov.au)

All applicants are requested to include the following details in their application:

**Personal:**
Full name, address and telephone number.

**Educational:**
Qualifications held, including date of issue.

**Experience:**
Full details of past experience, including the present position held.

**References:**
At least two professional referees should be nominated, together with details of their current positions and phone numbers on which they may be contacted. No contact will be made with these referees without prior approval of the applicant.

**Privacy Act Information**

The personal information requested in your application is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Warrnambool City Council Information Privacy Policy and Victorian Information Privacy Act 2000, including the provision of access to that information.

**RIGHT TO WORK IN AUSTRALIA**

You must either be an Australian citizen; or have permanent residence status; or have an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

**INTERVIEW:**

Applicants should be prepared to attend a personal interview, if required.

**PRE-EMPLOYMENT MEDICAL EXAMINATION / FUNCTION CAPACITY EXAMINATION**

You may be required to undertake a pre-employment medical examination to ensure that you can safely undertake all of the duties and tasks detailed in this Position Description. For some physical or outdoor positions an additional functional capacity examination may be required.
FIT 2 WORK CHECK (POLICE CHECK) / WORKING WITH CHILDRENS CHECK:

Applicants may be required to undergo a Fit2 Work Check and/or Working with Children’s Check prior to commencement in a position and may be required (by law or by Council) to maintain and periodically renew their “check” (The requirement will be specified in the Position Description)

DRIVERS LICENCE:

Applicants maybe required to hold a current drivers licence (prior to commencement in the position) to fulfil the inherent requirements of this role as specified in the position description.
Pursuant to Section 82 of the Accident Compensation Act 1985 as amended by Section 23 of the Accident Compensation (Miscellaneous Amendment) Act 1997;

1. You are advised that the nature of your employment with Warrnambool City Council will be as follows:- (description of job duties).

   Unless stated as detailed in the Position Description

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

2. You are requested to disclose all pre-existing injuries and diseases of which you are aware and that you expect may be affected by the nature of the employment as so advised in point 1 above.

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

Please note that Section 82(8) of the Accident Compensation Act 1985 (as amended) will apply if you fail to disclose the information requested or if you make a false or misleading disclosure.

According to Section 82(8), any recurrence, aggravation, acceleration, exacerbation or deterioration of any pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Warrnambool City Council does not entitle you to compensation under the Accident Compensation Act 1985 (as amended).

I acknowledge receipt of this document

__________________________
DATED the day of