

## POSITION DESCRIPTION



<b>Position Title:</b>	Plant Operator - Sweeper
<b>Section:</b>	Cleansing Services
<b>Department:</b>	City Services & Assets – Roads & Traffic
<b>Grade:</b>	4
<b>Approved Status:</b>	Permanent Full Time
<b>Last Reviewed:</b>	March 2013
<b>Reviewed By:</b>	Manager, City Services

### 1. Objectives of Position

- 1.1. To contribute to the professional performance of City of Canada Bay Council by operating equipment in an efficient and professional manner
- 1.2. To operate compactor/truck and/or the mechanical Street Sweeping activity in a reliable and thorough manner
- 1.3. To provide technical and operational input to the Coordinator, Cleansing Operations on Sweeping Runs, and other related Operational matters affecting the Street Sweeping Activity issues relating to the Street Sweeping Activity
- 1.4. Maintain a high standard of workmanship, safety and environmental protection in all works under your control while working within budget constraints and in accordance with Council policies and guidelines
- 1.5. Actively promote and maintain Council's Futures Plan 20 initiatives

### 2. Key Accountabilities

#### 2.1. Technical / Operational

- 2.1.1. Schedule the assigned daily runs to achieve the work in an efficient manner
- 2.1.2. Assess and review work practices to optimize work productivity, and suggest improvements to Coordinator
- 2.1.3. Provide guidance and advice to staff on technical matters to enable work to be carried out in a cost-effective and safe manner
- 2.1.4. Carry out all necessary investigation of Department requests as requested by Coordinator and report back on findings
- 2.1.5. Ensure security measures to protect Council equipment from loss or theft whilst conducting daily work.
- 2.1.6. Carry out daily pre-start checks of plant, including cleaning of equipment
- 2.1.7. Ensure the completion of standard maintenance forms and reporting of all vehicle problems to Coordinator, Fleet Management
- 2.1.8. Completion of Daily Worksheet, verifying completion of assigned Runs
- 2.1.9. Contribute to maintaining a harmonious work environment

#### 2.2. Financial

- 2.2.1. Nil

#### 2.3. Management & Leadership

- 2.3.1. The operator needs to lead the plant and/or the fellow working labour in a safe and efficient manner.

#### 2.4. Communication, Consultation & Engagement

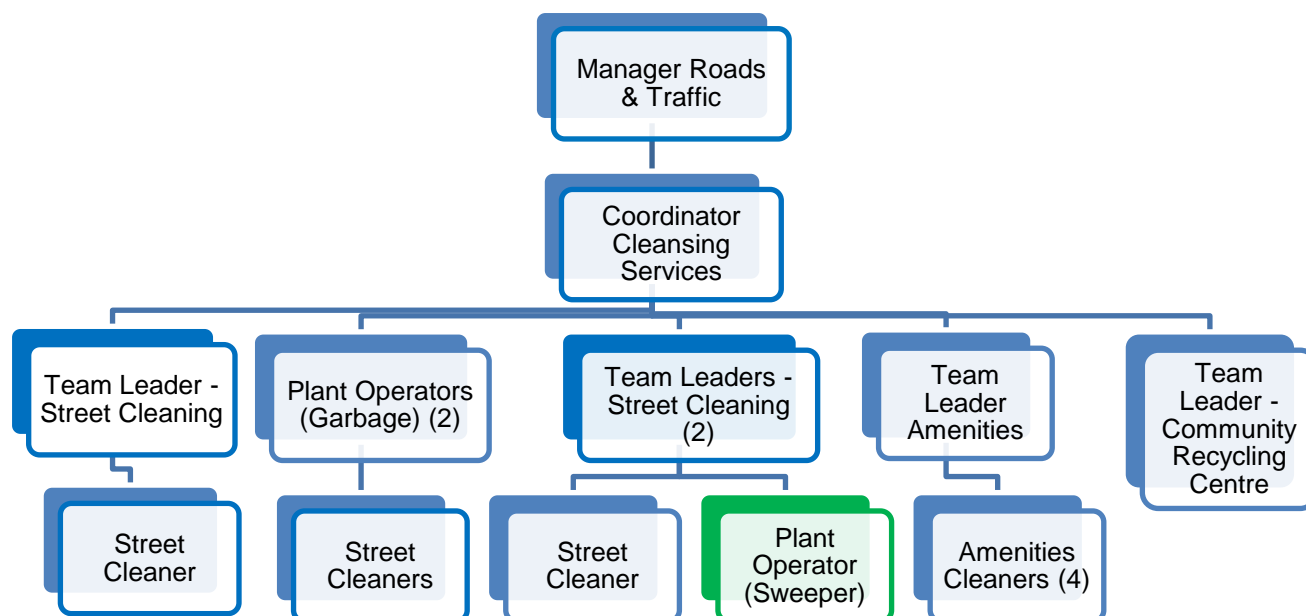
- 2.4.1. Communicate in a professional manner with residents when required

## 2.5. General

- 2.5.1. To comply with the operational responsibilities unique to the position as outlined in the attached schedule.
- 2.5.2. Provide support to other departments in times of high workload or emergency call out situations
- 2.5.3. Other duties not specified but appropriate to the position

## 3. Position / Department Structure

- Org Structure updated – December 2020



## 4. Essential Knowledge, Skills and Experience (Essential Criteria)

- 4.1. Current "MR" Class Driver's Licence
- 4.2. WorkCover accredited Work Health and Safety (WHS) General Induction for Construction Work in NSW
- 4.3. WHS Traffic Control Work Training card
- 4.4. Demonstrated experience operating similar Left-hand drive equipment
- 4.5. Ability to perform manual labour and an interest in working outdoors as well as a mechanical aptitude with the willingness and ability to operate machinery
- 4.6. Demonstrated ability to work effectively as part of a team, follow instructions and work within a set timeframe with limited supervision
- 4.7. Availability and willingness to undertake rotational aspect of role and undertake duties in different areas of Council as deemed appropriate by supervisors
- 4.8. Written and verbal communication skills, basic level
- 4.9. Demonstrate sound communication skills and strong customer service focus





## 5. Desirable Knowledge, Skills and Experience (Desirable Criteria)

- 5.1. 3 years' experience operating similar equipment
- 5.2. Current First Aid Certificate
- 5.3. Experience in operating other Waste Collection (compactor) equipment

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	<b>Manage Self</b> Shows drive and motivation, an awareness of strengths and weaknesses, and is commitment to learning	Adept
	<b>Display Resilience and Adaptability</b> Expresses own views, perseveres through challenges, and is flexible and willing to change	Adept
	<b>Act with Integrity</b> Is honest, ethical and professional, and prepared to speak up for what is right	Adept
	<b>Demonstrate Accountability</b> Takes responsibility for own actions, commits to safety, and acts in line with legislation and policy	Advanced
 Relationships	<b>Communicate and Engage</b> Communicates clearly and respectfully, listens, and encourages input from others	Advanced
	<b>Community and Customer Focus</b> Commits to delivering customer and community focused services in line with strategic objectives	Advanced
	<b>Work Collaboratively</b> Is respectful, inclusive and a reliable team member, collaborates with others, and values diversity	Advanced
	<b>Influence and Negotiate</b> Persuades and gains commitment from others, and resolves issues and conflicts	Advanced
 Results	<b>Plan and Prioritise</b> Plans and organises work in line with organisational goals, and adjusts to changing priorities	Adept
	<b>Think and Solve Problems</b> Thinks, analyses and considers the broader context to develop practical solutions	Advanced
	<b>Create and Innovate</b> Encourages and suggests new ideas and shows commitment to improving services and ways of working	Adept
	<b>Deliver Results</b> Achieves results through efficient use of resources and a commitment to quality outcomes	Adept
 Resources	<b>Finance</b> Is a responsible custodian of Council funds and applies processes in line with legislation and policy	Adept
	<b>Assets and Tools</b> Uses, allocates and maintains work tools appropriately and manages community assets responsibly	Adept
	<b>Technology and Information</b> Uses technology and information to maximise efficiency and effectiveness	Adept
	<b>Procurement and Contracts</b> Understands and applies procurement processes to ensure effective purchasing and contract performance	Adept

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Acts honestly, ethically and with discretion and encourages others to do so</li> <li>• Sets a tone of integrity and professionalism with customers and the team</li> <li>• Supports others to uphold professional standards and to report inappropriate behaviour</li> <li>• Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct</li> <li>• Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest</li> </ul>
<b>Relationships</b> Community & Customer Focus	Advanced	<ul style="list-style-type: none"> <li>• Demonstrates a thorough understanding of the interests, needs and diversity in the community</li> <li>• Promotes a culture of quality customer service</li> <li>• Initiates and develops partnerships with customers and the community to define and evaluate service outcomes</li> <li>• Ensures that the customer is at the heart of business process design</li> <li>• Makes improvements to management systems, processes and practices to improve service delivery</li> <li>• Works towards social, environmental and economic sustainability in the community/ region</li> </ul>
<b>Relationships</b> Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Results</b> Plan & Prioritise	Adept	<ul style="list-style-type: none"> <li>• Consults on and delivers team/ unit goals and plans, with clear performance measures</li> <li>• Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>• Scopes and manages projects effectively, including budgets, resources and timelines</li> <li>• Manages risks effectively, minimising the impacts of variances from project plans</li> <li>• Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</li> </ul>
<b>Results</b> Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>• Ensures business plans and priorities are in line with organisational objectives</li> <li>• Uses historical context to inform business plans and mitigate risks</li> <li>• Anticipates and assesses shifts in the environment and ensures contingency plans are in place</li> <li>• Ensures that program risks are managed and strategies are in place to respond to variance</li> <li>• Implements systems for monitoring and evaluating effective program and project management</li> </ul>

# **SCHEDULE OF OPERATIONAL RESPONSIBILITIES**

## **1. Child Safe Organisation**

- 1.1. The City of Canada Bay is a Child Safe Organisation that recognises and advocates for the rights of Children and Young People. We aim to reduce the likelihood of harm to children, to increase the likelihood of identifying and reporting harm and respond appropriately to disclosures, allegations or suspicions of harm.

## **2. Work, Health & Safety Responsibilities**

### **2.1. Worker**

A worker's responsibilities include, but are not limited to:

- Taking reasonable care for his/her own health and safety.
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- Reporting all incidents, hazards and near misses to their direct supervisor.
- Actively participating in injury management and rehabilitation programs.
- Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- Attending all specified training and induction courses.
- Contributing to workplace practice and procedure reviews.
- Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- Participating in workplace inspections.
- Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

## **3. Workplace Behaviour Standards and Expectations**

### **3.1. Employees' Responsibilities**

- In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy employees are responsible for:
- Embracing diversity and supporting inclusive workplaces
- Recognising different styles and perspectives
- Contributing to open communication and information sharing
- Taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly

## 4. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

## 5. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.

## 6. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

or

This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

## 7. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

## 8. Delegations

Delegations for the position are listed in the Register of Delegations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

## 9. Organisation Values

OUR VALUES	ADMIRABLE BEHAVIOURS	UNFAVOURABLE BEHAVIOURS
We empower our people	We value opportunities to grow and learn	We don't unnecessarily withhold information or resources from each other
	We encourage feedback	We don't abuse authority
	We openly share our knowledge, skills and ideas	We are not inflexible
	We provide support and training to do the best job possible	We don't exclude or isolate people
	We enable people to make decisions	We don't fear speaking up
We innovate	We are curious and open minded	We don't always default to the status quo
	We encourage creativity and 'out of the box' thinking	We are not resistant to change
	We try new things and challenge ourselves	We don't shut suggestions or ideas down
	We foster a safe and accessible environment	We don't accept 'the old way' as 'the only way'
	We create space and time for learning and improvement	We don't take the easy way out
We are respectful	We are kind, thoughtful and show compassion and dignity	We don't dominate and talk over others
	We embrace diversity and put ourselves in the shoes of others	We don't bully, harass or abuse
	We use respectful communication and listen to understand	We don't make unfair judgements or assumptions
	We acknowledge each other and greet each other with a smile	We don't devalue others opinions
	We appreciate contributions and share credit where it is due	We don't talk behind each others backs or spread gossip
We work together	We are inclusive and foster a 'one team' approach	We don't say 'it's not my job'
	We value safety and look out for each other	We don't talk negatively about each other
	We proactively offer help or solutions	We don't work in silos
	We are inclusive of stakeholders in decision making	We don't ignore each other
	We think holistically	We don't refuse to help others when we can
We act with integrity	We are open and honest	We don't blame or undermine others
	We provide transparency in our decision making	We don't ignore the 'red flags' or unethical conduct
	We do what we say we will do	We don't hide mistakes
	We take responsibility and are accountable for our actions	We don't break commitments
	We declare or report potential conflicts or unethical behaviour	We don't deceive, take bribes or act corruptly