

POSITION DETAILS

Position Title:	Cleansing Services Operator	Position Grade:	4
Department / Group:	Property Management / City Infrastructure	Position Status / Hours per Week:	Permanent / 38

PRIMARY PURPOSE OF THE POSITION

The Cleansing Services Operator position will be responsible for but not limited to the following list of duties:

- Inspection and cleaning of designated toilet blocks
- Sweeping amenities and adjacent areas
- Cleaning of toilets/ picking up syringes
- Graffiti removal
- Disposal of wastes
- Attempt to clean blocked toilets or call in maintenance as required
- Transportation between jobs
- Fulfil administrative reporting, records, timesheets, dockets
- Undertake other duties as required

SELECTION CRITERIA

Education / Qualifications

- Current "HR" Class Drivers Licence

Experience/Specific skills

- Demonstrated skills and experience in using a plant and cleaning equipment
- Basic level of literacy and numeracy
- Needle Stick training
- Proven ability to apply WH&S procedures to ensure work is organised in a safe and professional manner
- Previous demonstrated experience in provision of garbage and sanitary labouring and cleaning
- Ability to undertake heavy lifting and physical works
- Small plant operation

Personal Attributes

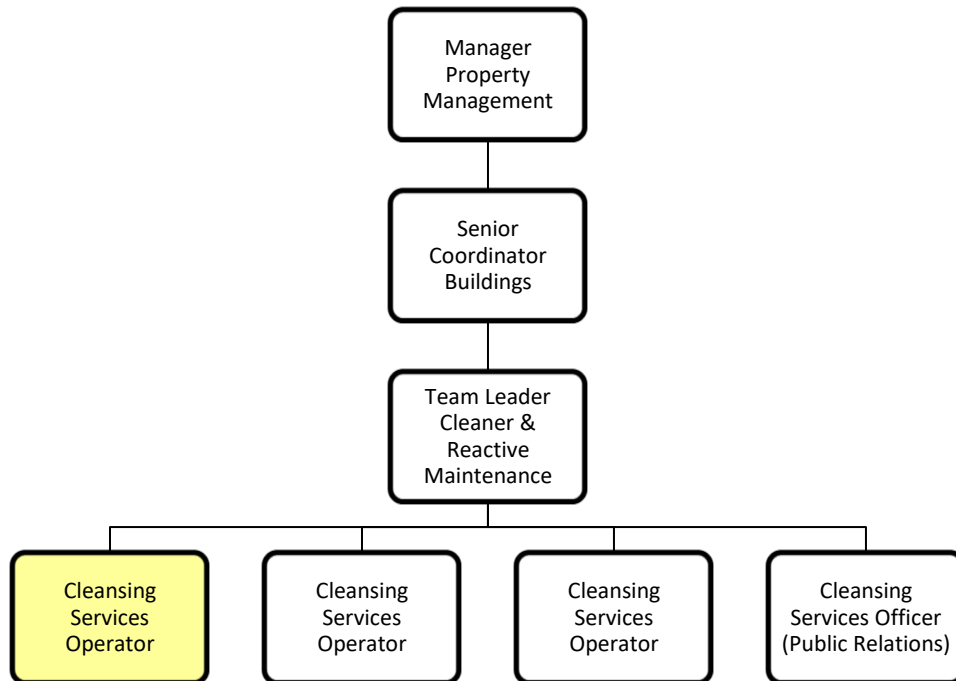
- High level of reliability
- Self-motivated with ability to carry out work with limited supervision
- Ability to use initiative to solve day to day problems

Desirable Qualifications, Experience and/or Skills

- Certificate III in Asset Management or similar
- Willingness to work overtime, on weekends as necessary

Please note: In line with Council's COVIDSafe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19

ORGANISATIONAL CHART



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
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology

CORPORATE ACCOUNTABILITIES

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
30	To use, store and manage digital and hard copy information in accordance with Council's policy and procedures

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.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Health & Safety

We take personal responsibility for our own health, wellbeing and safety. As well as the health, wellbeing and safety of our colleagues and customers.

Excellence

We do the best we can for our customers and embrace innovation in the way we work.

Accountability

We are honest, transparent and act in the best interest of Council and the community.

Respect

We listen, seek to understand, and celebrate the diversity of the people within our organisation and the community.

Teamwork

We work within both our own teams and other teams to successfully achieve council's goals

Employee's Name	
Employee's Signature:	
Date:	