**POSITION DESCRIPTION**



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| **POSITION TITLE:**  | Patrol Truck Operator  |
| **POSITION NO:**  |  |
| **CLASSIFICATION:**  | Operator Level 1 – (RDCLGN1) |
| **AWARD / LWAA:** | Moreland City Council Enterprise Agreement 2018 |
| **DEPARTMENT:**  | City Infrastructure |
| **BRANCH:** | Open Space and Environment  |
| **WORK UNIT:** | Street Cleansing Unit |
| **REPORTS TO:**  | Street Cleansing - Works Officer Response Services |
| **SUPERVISES:** | Nil |
| **PREPARED BY:** | Unit Manager Street Cleansing |
| **APPROVED BY:** |  |



*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 drive and operate litter patrol truck and respond to requests relating to dumped rubbish;
* To provide high quality Street Cleansing services in a safe, efficient and effective manner to achieve the requirements of the Street Cleansing Unit’s service obligations particularly as they relate to dumped rubbish and; provide a high standard of cleanliness throughout the Municipality.
* To supplement requirements in the Street Cleansing Unit when other staff are unavailable, so as to ensure continuity of the provision of services within the Street Cleansing Unit.

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| **Value** | **Statement** |
| Untitled-1_Page_1.png | We acknowledge our main purpose is to work with our Community and customers |
| Untitled-1_Page_2.png | I will support and value others |
| Untitled-1_Page_3.png | I take pride in my work and am responsible for doing it well |
| Untitled-1_Page_4.png | I will do what I say |
| Untitled-1_Page_5.png | We will work within and across the organisation to achieve community outcomes |

1. **KEY RESPONSIBILITY AREAS:**
* Work in a safe, efficient and effective manner that is consistent with the health, and wellbeing of themselves and others in the workplace and community
* Attends all mandatory training
* Contributes to OHS requirements as applicable completes incident reports
* The use of council issued device to respond to request to collected Dumped rubbish, including; deceased animals and syringes

**This may include:**

* A varied start time from 3:30am to 7.30AM
* Willingness to be assigned to other duties within Street Cleansing portfolio of services including;
	+ Cleaning of shopping centres
	+ Operations of mechanical Street & Footpath Sweepers
	+ Manual Street Sweeping of residential streets & car park
	+ Operation of Litter bins trucks
	+ Inspection and clearing of storm water drains and GPTS
	+ Graffiti and illegal poster removal
	+ Operate a range of small items of plant and equipment where necessary to carry out required cleaning or maintenance programs.
	+ Participate in regular overtime to service the needs of the Saturday morning and Sunday morning litter bin collections and footpath sweeping
	+ Report any defects to Council’s Assets, Service Authority’s assets and other situations particularly where there is a danger to the general public such as fallen branches from street and private trees, pot holes, unsafe fences, broken pit lids etc noticed whilst undertaking duties.
* Other duties within the Street Cleansing Unit as directed by Team Leader and Works Officers
* Practise public courtesy in conducting street cleansing activities and the promotion of Councils Street Cleansing services throughout the Municipality.
* Maintain an accurate record of works undertaken, that is, on daily work sheets, Citizen Request Sheets and other works forms, etc

**Continuous Improvement**

* Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

**Occupational Health & Safety**

* Contribute to the achievement of a safe and healthy environment by working in accordance with Council’s OHS Policy and Procedures**.**
* Ensure safe working environment, safe work practices and appropriate use of safety equipment and other aids (e.g.: appropriate signage), provide on the job training to facilitate safe work practices.
* Proactively participate in programs, activities, reporting and audit possesses to maintain the Unit’s SafetyMap accreditation.
* Report any accidents, near misses or hazards to the relevant supervisor and take appropriate action.

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.
1. **ORGANISATIONAL RELATIONSHIP:**

**Reports to:** Street Cleansing - Works Officer Response Services

**Supervises:** Nil

**Internal Liaison:** Street Cleansing staff

 Operations Centre staff

 Workshop staff

 Other Council staff

**External Liaison:** General Public

##### JOB CHARACTERISTICS RELEVANT TO THE POSITION

1. **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**
* Perform tasks involving the utilisation of developed skills
* Utilise safe work practices and ensure the creation and maintenance of a safe working environment for both employees and the general public.
* Responsible for the quality and quantity of works performed and working as part of a team to ensure the completion of daily tasks.
* Completion of tasks within a set time schedule.
* Ensure the safe and efficient care and operation of plant and equipment including cranes, tail gate lifters, etc.
* Provide ‘on the job’ training based on skills and experiences as and when requested.
* Provide input to the unit’s overall goals and objectives through the Continuous Improvement Plans and Best Value Process.
* To ensure the day-to-day operations and functions of the plant is carried out in a safe and satisfactory manner to approved standards.
* The position requires a capacity to make decisions on work requirements for the efficient completion of these tasks.
1. **JUDGEMENT AND DECISION MAKING:**
* Resolve problems that relate to work tasks for which the employee is responsible, ie method to be used and pipes to be flushed, including discretion as required, including at times when unable to obtain advice from the immediate supervisor.
1. **SPECIALIST KNOWLEDGE AND SKILLS:**
* Knowledge and skills for the safe and competent driving of a vehicle up to 24.0 tonne gross combination mass.
* Basic understanding of MS office
* Physical skills capable of undertaking the manual handling duties involved, including:
	+ Lifting of items heavier than 10kgs.
* Basic skills to undertake First Aid. (Level 2 First Aid Certificate)
1. **MANAGEMENT SKILLS:**
* Complete tasks and achieve work objectives as set out in a daily works

program individually or within a team environment.

* Work both independently and in a team environment.
* Skills in managing time, planning and organising one’s own work and achieve objectives.
* Ability to train and develop others, as required.
* Self-motivated and able to work with minimal supervision.
1. **INTERPERSONAL SKILLS:**
* Liaise with the residents/ratepayers/general public/other Council staff in a friendly and courteous manner at all times.
* Basic English oral and written communication skills to understand written and verbal instructions.
* Experience in working in co-operation with others and working as part of a team.
* Able to discuss and resolve minor problems.
* Able to carry out the duties and responsibilities in a manner, which maintains Council’s commitment to quality customer service.
* 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 work roster.
1. **QUALIFICATIONS AND EXPERIENCE:**
* A current Victorian Drivers Licence with Medium Rigid endorsement, (Mandatory).
* Experience in providing a high standard of street cleansing and maintenance programs, including any appropriate certificates
* Current First Aid Certificate
* Basic understanding of IT systems such, MS Office
1. **PHYSICAL REQUIREMENTS OF THE POSITION**

**TASK** **ANALYSIS**

In the course of his/her 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 -below 10kgs | ( )( ) | ( )( x ) | (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/powered | ( ) | ( 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/slippery 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 ) | ( ) |
| 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)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ( ) | ( ) | ( ) |  ( ) |

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

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1. **KEY SELECTION CRITERIA**
	* A current Victorian Drivers Licence with medium rigid Endorsement, (Mandatory).
	* Demonstrated experience in driving trucks in built up areas (desirable) and operating a range of small plant and equipment.
* Demonstrated experience in providing a high standard of street cleansing and / or related maintenance programs

**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.**