**POSITION DESCRIPTION**

|  |  |
| --- | --- |
| **POSITION TITLE:**  | Works Officer Street Cleansing – Response Services |
| **POSITION NO:**  |  |
| **CLASSIFICATION:**  | Works Officer Level 1  |
| **AWARD / LWAA:** | MMC Enterprise Agreement 2018 |
| **DEPARTMENT:**  | City Infrastructure |
| **BRANCH:** | Open Space and Environment |
| **WORK UNIT:** | Street Cleansing |
| **REPORTS TO:**  | Unit Manager Street Cleansing |
| **SUPERVISES:** | Street Cleansing Unit Employees and Contractors |
| **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 assist the Unit Manager Street Cleansing to;

* Ensure the effective and efficient operation of Street Cleansings Response Services as per agreed standards, frequencies, established Work Practices and relevant Council Polices;
* Ensure the Municipality is cleaned and serviced in accordance with the applicable programs and to acceptable standards
* Assist in the coordination of Street Cleansing resources to support special events such as private or Council organised festivals (Sydney Road Street Festival)
* Ensure OHS standards and relevant safety standards and regulations are observed and applied to Street Cleansing works including JSA/WMS
* Promote OHS policies and standards and encourage the reporting ‘near misses and accidents
* Ensure staff are inducted and properly trained on the use of plant and equipment including proper manual handling practices
* Undertake the roles and responsibilities of an “Authorised Officer“, for the enforcement of the Local Government Act, Council’s Local Laws and other relevant legislation.
* Attend inter-department meetings where required
1. **KEY RESPONSIBILITY AREAS:**

###### SUPERVISION

In conjunction with the Unit Manager Street Cleansing and Team Leader Response Services;

* Management of Services such as
* Storm water drainage services including Gross Pollutant trap cleaning
* Patrol Services (Dumped Rubbish)
* General Operator Officers
* Associated Service contracts & contractors
* Must to be available to work After Hours/call-outs on a rotational roster basis
* Organise and supervise/monitor work undertaken by crews and or contractors, in accordance with work programmes adopted in the Council annual budget and within agreed standards.
* Supervise any contractors undertaking maintenance work on assets under the street cleansing unit’s control as required
* Manage waste streams and actively seek end markets/recyclers to divert waste from landfill
* Supervise the day-to-day activities of employees and the administration of matters pertaining to the Street Cleansing Unit and to advise the Unit Manager Street Cleansing of any unsatisfactory employee work practices or performance having first taken all reasonable steps to resolve concerns.
* To ensure that works are performed efficiently and effectively according to Council’s standards and specifications and that such works are completed within an agreed timetable and within budget.
* Determine and arrange purchase of required materials and ensure quality and cost control.
* 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 and to recommend to the Unit Manager Street Cleansing the holding of appropriate training programmes and or attendance of appropriate training courses for individuals and or groups of employees.
* To advise the Unit manager Street Cleansing of possible improvements to work practices within the section when noted and or requested for those aspects of work for which the works officer is responsible.
* To liaise with other departments to ensure delivery and success of services.
* To attend meetings as requested.
* To provide written reports for the Unit Manager Street Cleansing as requested.
* In conjunction with the Unit Manager Street Cleansing monitor financial statements at regular intervals to ensure that works are correctly allocated and expenditure contained within budget.
* Liaise with Public Authorities from time to time as required.
* To deputise for the Unit Manager Street Cleansing when requested.

**Personal Development**

* Be informed of developments in the Street Cleansing industry including plant and equipment.
* Develop an understanding of the requirements of various Government Acts and Regulations as it relates to area of responsibility, for example, the Occupational Health and Safety Act 2004.
* Identify and advise on personal training needs

**Contractors:**

* Administration and supervision of works by Unit’s appointed contractors
* Undertake and arrange supervision of various contractors working for Unit.
* Ensure compliance with Council’s Procurement Policy
* Program and issue works, measure completed works within timelines

**Employees**

* Ensure staff are provided adequate training including on the job training to perform job duties efficiently, utilising safe work practices and/or arrange appropriate training to bring about such result.
* Identify and ensure staff attend mandatory training including corporate training and appropriate courses for employee development
* Follow up any investigation of complaints as requested by the Unit Manager Street Cleansing.
* Provide leadership and direction to crews when coordinating their tasks.

Best Value / Continuous Improvement

* Assist Unit Manager Street Cleansing in continuing the development and implementation of a Continuous Improvement Program and the development of performance indicators, which incorporates service standards and benchmarks, which reflect best practice within the street cleansing industry and improvements to service levels, work practices.

Enforcement

* Undertake the role and responsibility of an “Authorised Officer” for the enforcement of the Local Government Act and Council’s Local Laws.
* Proactively monitor and address inappropriate activities including, graffiti, dumped rubbish to ensure compliance with legislation (E.g. Environment Protection Act, Local Laws and OH&S guidelines).

### Occupational Health and Safety

* 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 and to recommend to the Unit Manager Street Cleansing the holding of appropriate training programmes and or attendance of appropriate training courses for individuals and or groups of employees.
1. **ORGANISATIONAL RELATIONSHIP:**

**Reports to:** Unit Manager Street Cleansing

**Supervises:** Employees in the Street Cleansing Unit

 Contractors

**Internal Liaison:** GroupManager City Operations

 All Depot Operations Staff

 Other Unit Managers

 Other Works Officers

 Other Council staff as required

**External Liaison:** Suppliers and contractors and Public Authorities as required.

 Ratepayers and the general public.

1. **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**
* To ensure the day-to-day operations and functions within the Unit is carried out in a safe and satisfactory manner to approved standards and specification within budget.
* In consultation with the Unit Manager Street Cleansing the allocation of resources and execution of works on approved works programmes within budget.
* Induction and training of new employees under direct control.
* In conjunction with the Unit Manager Street Cleansing assist in the selection of new employees and contractors
* After consultation with the Unit Manager Street Cleansing, counsel any employees under the Works Officers direct control.
* Under the guidance of the Unit Manager Street Cleansing the position requires a capacity to make decisions on work requirements and making resources available for the efficient completion of these tasks.
1. **JUDGEMENT AND DECISION MAKING**
* The position requires a capacity to make independent decisions on work requirements and making resources available for the efficient completion of these tasks.
* Determine the most appropriate course of action when called out whilst on after hours emergency service, having regard to the officers knowledge and experience relating to the subject matter.
1. **SPECIALIST KNOWLEDGE AND SKILLS:**
* Practical experience in the Street Cleansing industry.
* Practical Knowledge of Street Cleansing methods and techniques.
* Practical understanding of computer applications, particularly MS Outlook, Word, Excel and other electronic corporate systems.
* An ability to read and interpret Council’s stormwater drainage plans.
* Knowledge of First Aid.
* Knowledge of plant and equipment used in the Street Cleansing industry and the most appropriate use of same.
* Conversant with the Occupational Health and Safety Act 2004 and any Regulations as they may affect the Section’s work areas.
* Experience in dealing or managing contractors
1. **MANAGEMENT SKILLS:**
* Skills in managing time, setting priorities, planning and organising ones own work and the Street Cleansing crews under direct control.
* Ability to supervise others and utilise personnel practices as required including Equal Employment Opportunity Legislative requirements.
* Ability to train and develop others.
* Ability to achieve objectives within agreed time frames.
* Self-motivated and able to work with minimal supervision.
* An understanding of business management principles.
1. **INTERPERSONAL SKILLS:**
* High level of oral and written communication skills.
* Ability to gain Co-operation and assistance from employees, colleagues, other Unit Managers, relevant Public Authorities, Contractors and the general public.
* Ability to lead and motivate subordinates.
* Ability to discuss and resolve problems.
1. **QUALIFICATIONS AND EXPERIENCE:**
* Have relevant practical experience in the Street Cleansing’s area for the efficient handling of duties specified including any appropriate certificates.
* P.C. Skills, including computer packages, Outlook, Words, Excel
* Current Victorian Driver’s Licence
* Current First Aid Certificate.

**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)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ( ) | ( ) | ( ) |  ( ) |

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **KEY SELECTION CRITERIA**
* Have relevant practical experience in the Street Cleansing’s area for the efficient handling of duties specified.
* Knowledge & Skills of current computer packages.
* Current Victorian Driver’s Licence

**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.**