

Mechanical Street Sweeper Driver / Operator Position Description



Position number: 175

Classification: Street Sweeper Driver STSWDR (Rotating 12-hour shift)

EA: Moreland City Council Enterprise Agreement

Department: City Infrastructure

Branch: City Operations

Unit: Street Cleansing

Reports to: Works Officer Street Cleansing – Programmed Services

Supervises: Not Applicable

Approved by: Manager Open Space and Environment

Organisational values:



Position objectives

- To undertake a range of duties within the Street Cleansing Unit to a high standard and in a safe, efficient, and effective manner to improve and enhance the cleanliness of municipality in accordance to accepted work practices
- To assist in providing a safe, efficient and effective regular Street Sweeping Service in accordance with OHS work practices.

Date Created:

Date Modified:

Date Approved:

Date Printed:

Key responsibility areas

- Maintain all roads and gutters, by use of mechanical sweeper.
- Undertake mechanical and manual sweeping around impediments such as traffic islands/planter boxes/corners or any other impediment.
- Sweep the depot washbay on a regular basis in accordance with the established roster and cleaning programs
- Perform regular checks of the sweeper and report any faults.
- Assist with the cleaning of stormwater pits and drains with the sweeper.
- Dispose of street sweepings at the allocated bay in the depot
- Ensure the vehicle is ready to use the next day, including washing, cleaning, and disinfecting, internally and externally.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

This includes working within: -

- Established work practices
- To work in a safe, efficient and effective manner taking all reasonable care of one's own health and safety and for the health and safety of any other person(s) who may be affected by the employee's acts or omissions.
- Council Policies, including the wearing of safety clothing and equipment issued.
- To ensure that the Mechanical Sweeper is driven in a safe, responsible and courteous manner.
- Maintain an accurate record of works undertaken, that is, on daily work sheets, Citizen Request Sheets and other work forms etc
- Immediately report any accidents, near misses or hazards to the relevant supervisor and take appropriate action.
- Practise public courtesy in conducting street cleansing activities and the promotion of Councils Street Cleansing services throughout the Municipality.
- 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.

Employee competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Accountabilities:

- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.
- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Other duties:

- Required to undertake other duties as directed.

This includes:

- To assist in accordance with developed rosters and work practices in which starting times may vary from 3:30am to 7.30 am and includes:
- General cleaning throughout the municipality including but not limited to Streets, Car parks, Right of Ways, Parks and reserves.
- Removal of Dumped Rubbish, Litter, Dead animals, Sharps (syringes).
- Litter Bin Collection
- Pits & Drains Cleaning, including Combo truck

Organisational Relationships

Internal Relationships	Street Cleansing Staff Fleet Staff Depot Operations Team Other Council Staff
External Relationships	Not applicable, however, occasional contact made with the general public

Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 4 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 4, Clause 4)

1. Accountability and Extent of Authority:

- Responsible for performing tasks in a manner to promote a high standard of service to the public.
- Responsible for performing tasks involving the utilisation of developed skills.
- Responsible for utilising safe work practices and ensuring the creation and maintenance of a safe working environment.
- Responsible for the quality and quantity of work performed, and where necessary working as part of a team to ensure completion of the daily tasks.
- Responsible for completion of tasks within a set time schedule.
- Responsible for the safe and efficient care of the Mechanical Street Sweeper

- Utilise safe work practices and ensure the creation and maintenance of a safe working environment for both employees and the general public.
- Provide 'on the job' training based on skills and experiences as and when requested.
- Resolve problems that relate to work tasks for which the employee is responsible including discretion as required, including at times when unable to obtain advice from the immediate supervisor.

2. Judgement and Decision Making:

The position occupant will need to exercise judgement and decision making in carrying out duties where:

- The nature of the direct works carried out by this position are well defined with established procedures, standards and well understood. It will frequently involve selection of the most appropriate equipment and method of a range of available options.
- Resolve problems that relate to work tasks for which the employee is responsible including discretion as required, including at times when unable to obtain advice from the immediate supervisor.

3. Specialist Knowledge and Skills:

- Knowledge and skills for the safe and competent driving of a Medium Rigid vehicle.
- Understanding of vehicle safety standards.
- Basic mechanical knowledge and skills including the ability to undertake daily minor service of the Mechanical Street Sweeper.
- Basic skills to understand the requirements of the Occupational Health and Safety Act 2004.
- Basic skills to undertake First Aid. (Level 2 First Aid Certificate)

4. Management skills:

- Skills to complete tasks and achieve work objectives as set out in a daily works program.
- Basic communication skills.
- Ability to work independently, 3:30am starts and without supervision.

5. Interpersonal Skills:

- Basic English oral and written communications skills and ability to understand written and verbal instructions.
- Ability to liaise with the public and other council staff in a friendly and courteous manner at all times.
- Ability to work in co-operation with others and working as part of a team.
- Ability to discuss and resolve minor problems.
- Ability to carry out the duties and responsibilities in a manner, which maintains Council's commitment to quality customer service.
- Ability to read and understand maps and rosters.

6. Qualifications and Experience:

- A current Drivers Licence, with Medium Rigid Licence Endorsement, (Essential)
- Demonstrated experience in driving a vehicle in built up areas and operating a range of small plant and equipment.
- Experience in providing high standard cleaning and maintenance programs within high profile areas.
- Able to carry out the duties and responsibilities in a professional and competent manner whilst in the public eye.
- Able to read and understand maps and rosters.

7. 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	()	()	(X)	()
-below 10kgs	()	()	(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 special features (e.g. nature of chemicals, travelling requirements, etc):

8. Key Selection Criteria

- A current Victorian Drivers Licence with Medium Rigid Endorsement, (Mandatory)
- Demonstrated experience in driving trucks in a built-up area.

- Demonstrated experience in providing a high standard of street cleansing and / or related maintenance programs, for the efficient handling of duties specified
- Ability to work independently and as a team, early starts including weekends.

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 scan signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.

