

Street Cleansing - Shop Cleaning Driver

Position Description



Position number: 116

Classification: Operator Level 1 - RDCLGN1

EA: Moreland City Council Enterprise Agreement

Department: City Infrastructure

Branch: Open Space and Street Cleansing

Unit: Street Cleansing

Reports to: Works Officer 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 at a high standard and in a safe, efficient and effective manner that will improve and enhance the cleanliness of the municipality in accordance with accepted work practices.
- To assist in providing a safe, efficient and effective cleaning program in accordance with OHS work practices.
- To undertake cleaning of shopping centres, bins and street furniture within the Moreland municipality in accordance with cleaning schedules and programs.

Date Created:

Date Modified:

Date Approved:

Date Printed:

- To ensure shopping centres are presentably cleaned and inviting to all users
- Willing to participate in overtime as required
- Undertake basic checks and provide routine maintenance to ensure that equipment used is in good condition. Ensure that any mechanical faults and/or items requiring repair or attention are reported to the immediate supervisor, or in their absence the Mechanical Workshop.
- Operate a range of plant and equipment where necessary to carry out required cleaning or maintenance programs.
- Report any defects to Council assets, service authority assets and other situations particularly where there is a danger to the general public such as fallen branches, potholes, unsafe fences, broken pit lids etc noticed

Key responsibility areas

CLEANING ACTIVITIES CENTRES

Car Parks

- Pick up litter & Sweep as required
- Report abandoned supermarket trolleys
- Report and remove dumped rubbish
- Report any vandalism of public & council assets to appropriate authority
- Pressure clean pedestrian walkways as required
- Pressure clean around bins and furniture surrounding taking care not to cause damage
- Wipe down all bins
- Clean council noticeboards

Garden Beds

- Pick up litter
- Report poor condition of plants & trees if required

Shopping Centres/Shopping Strips & General Public Space

- Pick up litter & Sweep as required
- Report abandoned supermarket trolleys
- Report and remove dumped rubbish
- Report any vandalism of public & council assets to appropriate authority
- Pressure clean pedestrian walkways as required
- Pressure clean around bins and furniture
- Wipe down all bins
- Clean council noticeboards

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.

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 Depot Operations Team Other Council Staff
External Relationships	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, in a respectful and courteous manner.
- 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 working as part of a team to ensure completion of the daily tasks required timeframes.
- Provide 'on the job' training based on skills and experiences as and when requested.

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 OHS procedures, standards and well understood. It will frequently involve selection of the most appropriate equipment required for the job
- Resolve problems that relate to work tasks for which the employee is responsible. The employee is to exercise discretion during times when they are unable to obtain immediate advice from their Works Officer.

3. Specialist Knowledge and Skills:

- Knowledge and skills for the safe and competent driving of a Medium Rigid vehicle.

- Basic mechanical knowledge and skills to operate and maintain equipment, tailgate lifter, cranes, sweeping equipment, footpath sweepers.
- Physical skills capable of undertaking a range of manual handling duties.
- 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.
- Ability to work independently and in a team environment.

5. Interpersonal Skills:

- Basic 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.

6. Qualifications and Experience:

- A current Drivers Licence, with Medium Rigid Licence Endorsement, (Mandatory)
- Demonstrated experience in driving a vehicle in built up areas and operating a range of plant and equipment (Desirable).
- 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 and operating a range of plant and equipment (Desirable)
- Demonstrated experience in providing a high standard of street cleansing and / or related maintenance programs.
- Ability to work independently and as a team.
- Ability to liaise with the public and other council staff in a friendly and courteous manner at all times.
- Basic oral and written communications skills and ability to understand written and verbal instructions

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.