

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Street Cleaner Operator	1353
CLASSIFICATION	ANZSCO CODE
Band 2 Annualised	899611
DEPARTMENT	DIVISION
Waste & Environment	Infrastructure & Environment
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 9, 2023	Operations & Environment Depot

Position Objectives

- Operate as part of a street cleansing and litter/waste collection team to provide timely and cost-effective cleansing services at various locations within the City of Ballarat.
- Assist and support other team members in aspects of cleansing, litter and waste tasks ensuring satisfactory completion of all allocated daily activity and in maintaining a clean and presentable City.
- All operations are to be carried out with a high level of public safety and in accordance with adopted procedures and policies.
- Be prepared to work in a multiskilled environment to support other areas of the street cleaning unit including street sweeping and mall cleaning functions.

Key Responsibility Areas

Plant Operation and Street Cleaning Tasks

Service requirements and roster:

- Participate as outlined in the relevant schedule of the City of Ballarat Enterprise Agreement.
- Report to Supervisor Street Cleaning and take direction from Street Cleaning Leading Hand regarding duties, locations, and requirements of daily activities and operational programs relevant to range of Street cleaning functions.
- Carry out duties within a set time frame in line with specified works programs, reactive works as directed, projects, relevant to Street Cleaning Unit activities.
- The role requires working to an overtime roster, working weekends and public holidays as per a roster.
- Provide support and backfill for weekend work, sick leave and annual leave.
- Compliance with organisational requirements during daily activity.

Street Litter Collection

- Operate a side loading compactor rotating between driver and loader.
- Emptying of scheduled street and public place bins in line with the bin allocation (waste or recycling).
- Empty bins as prescribed, and/or as directed by Supervisor/Leading Hand.
- Leave the bin and immediate surrounds in a clean and tidy condition.

Loose Litter Collection

- Operate a two tonner, handheld blowers, rakes, spades and pickup sticks.
- Collect litter from areas as directed in both scheduled and reactive programs.
- Work to ensure areas are clean and left in a reasonable and acceptable standard.

Leaf and Gutter Cleaning

- Operate a two tonner, Cage and small trucks.

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- Operate handheld blowers, rakes, spades and pickup sticks.
- Clean gutters, streets and footpaths to remove debris.

Weed Removal Gutters and other locations

- Operate a two tonner and spray units.
- Operate handheld brush cutters rakes and other tools.
- Spray and remove weeds.

Pavement and street furniture cleaning

- Operate two tonner and hot pressure wash as required.
- Remove stains, putrescible waste, vomit and other debris from pavement and furniture.
- Overtime Component - Hot wash operates every Sunday for 3.00 hours.

Dumped Rubbish and Dead Animal removal.

- Operate two tonner to use manual and lifting equipment to pick up and remove dumped rubbish.
- Collect, remove and dispose of dead animals.
- Follow protocols for household pets regarding scanning, reporting and storage.

Pit Cleaning

- Operate vacuum sucker.
- Operate manual tools, spades, etc for clearing debris from pits.
- Clear flooding of pits as directed.

Plant Maintenance

Maintain Vehicles to an appropriate standard.

- Operate and maintain plant and equipment in an effective and efficient manner and in compliance with relevant laws and regulations, council procedures and operating manuals.
- Clean vehicles and ensure kept to an acceptable state (internal/external).
- Complete daily plant checklists.
- Report defects/damage and receive guidance from Leading Hand/Supervisor regarding repair/maintenance.
- Support Supervisor in ensuring vehicles are serviced regularly.
- Raise ideas, improvements or changes to the plant to Supervisor.

Customer Service, Training and Administration

Provide high level customer service.

- Ensure reactive jobs are completed to acceptable standard.
- Support the team in sharing responsibility for cleaning or reporting areas identified as below standard or not able to be attended to.
- Undertake work within the vicinity of a reactive job to ensure area is clean.
- Engage positively with the community.

Ensure paperwork and electronic systems are completed.

- Daily tasks – completing and reporting back any changes or issues.
- Daily plant checklists, Incident and Timesheets and other documentation as required by the Supervisor to be filled out in a timely manner.
- Locate and action Pathway requests on iPads

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Training

- Engage in training that assists in the safe delivery of the service.

Health and Safety:

- Report hazards and incidents as soon as possible and provide appropriate information to allow hazard/incident to be recorded.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.

REPORTS TO:	DIRECT REPORTS:
Supervisor Street Cleaning	Nil
ORGANISATIONAL RELATIONSHIPS	
Internal: Council officers and other Council employees :	External: General Public, Suppliers, Service Authority Representatives:

Accountability and Extent of Authority

- Responsible for the quality, quantity and timelines of allocated work to achieve reasonable standards of cleanliness.
- Responsible for the good repair, cleanliness and safe working condition of plant and equipment utilised.
- Accurate completion of Plant Daily Inspection Checklist and appropriate plant defect notification process.
- Accountable to the Supervisor Street Cleaning for carrying out all allotted tasks in a thorough, safe, effective and efficient manner and maintaining constant vigilance in relation to the applications of Council's Occupational Health and Safety and Environmental Management procedures and practices.
- Completion of assigned tasks and timely and accurate submission of paperwork as required (electronically or via hardcopy as provided).

Judgement and Decision Making

- Work within Council's core values and code of conduct and council's policies.
- This position has the authority to make decisions within standard operating procedures and service level requirements.
- Responsible for assessing tasks and the environment and choosing the appropriate cleaning or corrective process using guidance from the standard operating procedures, OH&S and take 5 procedures, and seeking advice from Supervisor or Leading Hand if tasks falls outside of these requirements.
- Ensure all aspects of work are carried out in a manner that complies with all relevant safety guidelines and the safe operating procedures.
- Provide input into improvements on safety, delivery and rostering as appropriate.
- Report all hazards, near misses and/or incidents as soon as possible.

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Specialist Skills and Knowledge

- Operation of plant utilised for collection and removal of waste/litter/build-up/dumped rubbish for street cleaning.
- Proficiency in safe and competent operation of light to heavy rigid trucks, used specifically for cleansing works and/or waste collection. Inclusive of but not restricted to:
 - Brush Cutter
 - Leaf blowers & suction units
 - Hand tools – various
 - Spray Equipment
 - Two Tonner Truck with lifter
 - Side Loading Compactor

Management Skills

- Ability to achieve objectives within an agreed timeframe and to a reasonable standard—guidance is available.
- Ability to assess a task and undertake appropriate method for completing it.
- The ability to apply standardised procedures and plant operations to complete tasks.
- Willingness to provide input into business improvement.

Interpersonal Skills

- The ability to work as a positive and productive team member to achieve desired outcomes.
- Ability to speak clearly and concisely when communicating with team members and other employees.
- Ability to work well within a team environment to achieve the agreed objectives.
- Uphold Council's Values in all interactions with colleagues and members of the public.
- Ability to communicate with members of the public in a professional manner.
- Ability to read and write in English.

Qualifications and Experience

- A current Victorian Drivers Licence with a Heavy Rigid endorsement.

Desirable

- Experience operating plant and meeting specific service levels or time bound tasks.
- Experience in working in a team environment involving scheduled and reactive work.

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

POSITION DESCRIPTION

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated experience operating plant and meeting specific service levels or time bound tasks.
- Demonstrated experience working as a positive member of a team.
- Possess a Victorian Driver's Licence endorsed to Heavy Rigid standard.
- Demonstrated ability to work to a rotating seven-day roster, work regular overtime, procedures, schedules and fill out appropriate daily and weekly forms.
- Demonstrated experience complying with and working to Occupational Health and Safety policies and procedures.

City of Ballarat Core Values

<p>We are honest and transparent</p> 	<p>We are accountable</p> 	<p>We value everyone</p> 	<p>We work with and for our community</p> 	<p>We work together</p> 
<ul style="list-style-type: none"> • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest. 	<ul style="list-style-type: none"> • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect. 	<ul style="list-style-type: none"> • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation. 	<ul style="list-style-type: none"> • We seek to understand our community's needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably. 	<ul style="list-style-type: none"> • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other.

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:	Signature:	Date:
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