

# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
Street Sweeper Operator	3444
<b>CLASSIFICATION</b>	<b>ANZSCO CODE</b>
Band 3	721916
<b>DEPARTMENT</b>	<b>DIVISION</b>
Waste and Environment	Infrastructure and Environment
<b>AGREEMENT</b>	<b>LOCATION</b>
Ballarat City Council Enterprise Agreement no. 9 2023	Operations and Environment Depot

## Position Objectives

- To operate as a member of the Street Cleaning team in providing timely and cost-effective cleansing services across the City of Ballarat.
- To contribute to the presentation of clean and tidy City of Ballarat.
- To operate a road and/or footpath suction sweeper to an agreed level of service.
- All operations are to be carried out with a high level of public safety and in accordance with adopted procedures and policies.

## Key Responsibility Areas

### Service Requirements and Roster

- Participate as per Annualised Level 3 and overtime requirements as outlined in the City of Ballarat Enterprise Agreement.
- Report to the Supervisor Street Cleaning and take direction from Leading Hand Sweeper Operator regarding duties, locations, and requirements of daily activities and operational programs relevant to a range of Street cleaning functions.
- Service operates under early start arrangements.
- Contribute to a clean and tidy city.
- Provide support and backfill for weekend work, sick leave and annual leave.
- Compliance with organisational requirements.

## Plant Operation and Street Cleaning Tasks

### Vehicle operation and maintenance:

- Competent to operate sweeping vehicles, including nominated Road or Path Suction Sweeper (G.V.M up to 13.9 tonne).
- Operate vehicle in line with operating manual, procedures and policies.
- Operate plant in accordance with relevant National & Victorian road traffic regulations, fatigue management and safety requirements.
- Ensure that public safety overrides any other consideration during operations.
- Report any vehicle or equipment maintenance requirements to the Supervisor Street Cleaning and any incidents and accidents at the earliest opportunity. Mechanical failures are to be reported immediately.
- Provide vehicle maintenance checks and for the upkeep & cleanliness of the nominated vehicle.
- Accurate completion of plant Daily Inspection Checklist and report defects/damage to ensure good repair, cleanliness and safe working condition of plant and equipment.

### Service standards and schedule:

- Undertake daily street sweeping routines within nominated areas within the City of Ballarat as agreed.
- The Street Cleaning services operations 365 days per year under a roster. Work to agreed roster and provide support to other members of the team to ensure required tasks completed.
- Provide updates to Leading Hand and/or Supervisor to contribute to the effectiveness of the unit.

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- Assist with drain and pit cleaning work, utilising suction sweeper attachments as appropriate.
- All work operations must be carried out in accordance with Occupational Health and Safety requirements.
- Participate in Emergency response activities in the case of an emergency.

## Business Improvement, Customer Service and Administration

Actively engage in improving the delivery of services and the effectiveness of services:

- Identify opportunities for improving services or delivery.
- Raise ideas, improvements, or changes to the plant/schedules to Supervisor.

Provide high level customer service:

- Ensuring reactive jobs are completed to acceptable standard, including the area surrounds.
- Engage positively with members of the community.

Ensure paperwork and electronic systems are completed:

- Daily tasks – completing and reporting back any changes or issues.
- Plant, incident and timesheets to be completed and submitted in a timely manner.

REPORTS TO:	DIRECT REPORTS:
Supervisor Street Cleaning	N/a
ORGANISATIONAL RELATIONSHIPS	
Internal:	External:
Waste and Street Cleaning Operations Business Unit City of Ballarat employees	General Public Contractors Ratepayers

## Accountability and Extent of Authority

- Responsible for the cost effective and safe operation of a road suction sweeper and the provision of quality service.
- Responsible for the quality, quantity and timelines of allocated work to achieve reasonable standards of cleanliness.
- 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 City of Ballarat's Occupational Health and Safety and Environmental Management procedures, practices and issues.
- Expected to work alone on routine and special assignments under general supervision.
- Expected to give accurate advice to ratepayers and other customers as authorised.
- Responsible for the direction of other Street Cleaning team employees from time to time.

## Judgement and Decision Making

- Required to know Occupational Health and Safety requirements of the job.
- Required to provide technical advice to the Supervisor Street Cleaning on specialist operations.
- 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 Team Leader if tasks fall outside of these requirements.
- Responsible for the assessment of vehicle maintenance requirements and ensuring those requirements are undertaken.

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- This position has the authority to make decisions within standard operating procedures and safe systems of work.
- 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.

## Specialist Skills and Knowledge

- Sound knowledge of sweeping equipment capability and specialist techniques of operation for collection and removal of waste and street litter.
- Ability to operate dual cab control in operating mode without disrupting traffic unduly.
- Knowledge of roadworks signing code of practice and public safety imperatives.
- Knowledge of kerb and channel and other surface drainage infrastructure types.
- Proficiency in safe and competent operation of appliances associated with Sweeper or required as part of the tasks:
  - Gurney
  - Leaf blowers & suction units
  - Spray Equipment.
- Work to a schedule and carry out reactive works as directed.
- Ability to respond to customer complaints with a high service level of response.
- Willingness to work as part of a team in undertaking works and changing schedules in response to cleansing requirements.

## Management Skills

- Ability to set priorities, organise work and meet timelines and standards.
- Ability to work alone with minimum supervision and direct others as required.
- Ability to communicate regarding tasks competition, condition changes, plant issues including ability to give and receive feedback in a respectful manner
- Ability to provide on the job training to other employees.
- The ability to assess a task and undertake appropriate method for completing it.
- This position has access to information and direction from the Street Cleaning Supervisor and Team Leader.
- The ability to apply standardised procedures and plant operations to complete tasks.
- Willingness to provide input into business improvement including daily rosters and operations.

## Interpersonal Skills

- The ability to work as a positive and productive member of a team to achieve desired outcomes.
- Able to communicate clearly with other employees and customers.
- A preparedness to work flexible work hours and overtime.
- An ability to resolve minor problems from time to time after assessing options.
- A capacity to meet work objectives working alone or as part of a team.
- Ability to read and write in English and communicate effectively and speak clearly and concisely when communicating with team members and other employees.

## Qualifications and Experience

### Mandatory:

- A current Victorian Drivers Licence with a Medium Rigid endorsement.
- Experience operating plant and meeting specific service levels or time bound tasks.
- Ability to work to a 7day roster.

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**Desirable:**

- Experience working in a local government or private street cleaning role.
- 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.

## SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated experience in an operational, cleaning or works role operating plant and hand tools (or relatable field).
- Demonstrated experience operating small trucks, sweepers, street vacuums or related plant
- Demonstrated experience working as a positive member of a team.
- Experience following directions and working to a schedule
- Demonstrated ability to work to a rotating 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><b>We are honest and transparent</b></p>  <ul style="list-style-type: none"> <li>• We tell the whole story.</li> <li>• We provide a context and rationale for our decisions.</li> <li>• We trust each other enough to be honest.</li> </ul>	<p><b>We are accountable</b></p>  <ul style="list-style-type: none"> <li>• We do what we say we will do, when we say we will do it.</li> <li>• We learn from our mistakes and celebrate our successes.</li> <li>• We back up our teammates and also hold them to account with kindness and respect.</li> </ul>	<p><b>We value everyone</b></p>  <ul style="list-style-type: none"> <li>• We show respect to everyone, even if we disagree.</li> <li>• We ensure everyone has access to opportunities.</li> <li>• We are approachable regardless of our position in the organisation.</li> </ul>	<p><b>We work with and for our community</b></p>  <ul style="list-style-type: none"> <li>• We seek to understand our community's needs and take action to meet those needs.</li> <li>• We engage with our community and share what we are doing and why.</li> <li>• We manage our resources responsibly and sustainably.</li> </ul>	<p><b>We work together</b></p>  <ul style="list-style-type: none"> <li>• We work towards common goals.</li> <li>• We support each other through the highs and lows.</li> <li>• We look for the best in each other.</li> </ul>
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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

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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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