



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	Team Member Cleansing & Waste – Street Sweeping
WORKPLACE AGREEMENT:	CITY OF SALISBURY AWU AND LGE (ENTERPRISE BARGAINING) AGREEMENT No.13 - 2022.
CLASSIFICATION:	LGE Grade 2/3
DEPARTMENT / DIVISION:	CITY INFRASTRUCTURE / FIELD SERVICES
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	COORDINATOR CLEANSING AND WASTE
DIRECT REPORTS:	NIL
POSITION NUMBER:	000265

POSITION OBJECTIVES:	<ul style="list-style-type: none"> To be a positive and hardworking team member of the cleansing & waste team in providing effective and efficient maintenance services that meet standards. Operation of plant and equipment used in association with duties undertaken in an efficient, safe and effective manner. To effectively be part of the team through following direction, working collaboratively & efficiently, accurate record keeping, and application of Council's policies and procedures.
VALUES AND BEHAVIOURS:	<p>These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> Create a sense of belonging & pride in the Salisbury community Respect individual differences Speak up when you don't feel respected, or are not being treated respectfully Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p>

	<ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
<p>KEY RESPONSIBILITIES:</p>	<p><u>Work Practices</u></p> <ul style="list-style-type: none"> • General civil maintenance duties including but not limited to waste removal, footpath maintenance, verge maintenance, bin emptying, road sweeping and other general activities to maintain civil assets to required standards. • Maintain equipment in a clean, safe and serviceable condition in accordance with recommended operating practices. • Utilisation of machinery and equipment competently, safely and to standards including backhoe, compactor, road sweeper, and crane truck. • Driving of a medium ridged truck associated with the tasks required. • Utilisation of hand tools and all safety equipment when working with equipment, machinery or materials. • Carry out work activities as directed. • Complete work programs to standard in the most cost effective and safe manner possible. • Assist other Service Units or Departments as required utilising plant, equipment and staff as necessary. • Erection of temporary signage in accordance with the Work Zone Traffic Management Australian Standards. • Raising of defects in infrastructure as observed whilst undertaking maintenance operations. • Back up sweeper operator as required. • Backup compactor operator as required. • Other duties as required from time to time, as per direction. <p><u>Human Resources / Team Work</u></p> <ul style="list-style-type: none"> • Encourage and support industrious, harmonious and team oriented work groups. • Assist in the identification of training needs. • Assist in coaching and training staff, including apprentices, trainees and casuals, to develop work skills and increase efficiency. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Maintain a daily record of all work tasks and materials used via Confirm Connect. • Ensure equipment and materials required are procured from the store or external suppliers in accordance with council's purchasing policy and limits of delegation.

	<ul style="list-style-type: none"> • Ensure correct accounting for labour, equipment and materials by maintaining accurate up to date records as required by management (i.e. timesheets, weekly confirm job recording, workzone etc.) This will include the use of computer technology to record and access information. <p><u>Continuous improvement</u></p> <ul style="list-style-type: none"> • Support and encourage continuous improvement in work practices. • Evaluate work methods and make suggestion to improve process and or practices. • Customer Service. • Ensure Corporate Customer Service Charter expectations are met. <p><u>Communication</u></p> <ul style="list-style-type: none"> • Ensure communication with staff and customers is at all time clear and courteous
WHS RESPONSIBILITIES:	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> • To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures.
COMPETENCIES:	<ul style="list-style-type: none"> • To be determined and written into the individual training plan upon commencement.
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> • Current MR Driver’s License or higher. • Previous experience in the Operation of McDonald Johnston or Rosmech Road Sweepers • Competent level of computer literacy in Microsoft applications and the ability to learn and use Confirm & Confirm Connect. • An ability to understand and accept changes in the workplace and to respond to the processes of change management. • Good communication skills, both written and verbal. • Good interpersonal and customer service skills
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • Trade qualifications – preferably Civil Certificate III

	<ul style="list-style-type: none"> • Demonstrated competency/experience using other forms of civil plant and equipment • Workzone traffic management certificate. • Backhoe licence • Dogging high risk work licence • Vehicle Loading Crane above 10m tonne • • Familiarity disposal of waste materials in accordance with conditions set by the Environment Protection Authority • Familiarity with risk and hazard management for, operational daily tasks.
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • The incumbent will be required to commence work at 04:00 when backfilling the street sweeper and compactor roles. • Some out of normal hours work may be required from time to time
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

AGREEMENT:		
This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.		
POSITION INCUMBANT NAME:	SIGNATURE:	DATE: