

POSITION DESCRIPTION

TITLE:	Sweeper Operator
CLASSIFICATION:	Cardinia Officer Band 3
STATUS:	Part Time (0.5 EFT)
BUSINESS UNIT:	Operations
DATE:	November 2018

ORGANISATIONAL CONTEXT

Our vision is that the Cardinia Shire will be developed in a planned manner to enable future generations to enjoy and experience the diverse and distinctive characteristics of our Shire

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our corporate values and demonstrates key leadership capabilities. The Values help guide us to continue to be a customer-focused organisation that strives to achieve excellence in everything that we do. The Leadership Capability Framework describes what we do as leaders and the Values form the basis of how we behave in the workplace and conduct the business of planning. Our corporate values are:

Teamwork:	We work collaboratively to achieve shared goals
Respect:	We value diversity and appreciate others
Accountability:	We are responsible for our actions and behaviours
Communication:	We communicate openly and share knowledge with others
Customer focus:	We consider the needs of others and make a difference for our community

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from new born babies, to young people, families and our senior citizens.

Cardinia Shire Council values Gender Equality and does not condone any behaviour outline in our Workplace Behaviors policy. This includes, and is not limited to, discrimination, bullying, family violence, victimisation and breaches of our other workplace policy.

ORGANISATIONAL RELATIONSHIP

Reports to:	Supervisor Drainage – South
Internal Liaisons:	Council staff
External Liaisons:	Contractors and the community

POSITION OBJECTIVES

This position is directed towards maintaining the Council's infrastructure (particularly drainage) in order to provide well-functioning drainage assets, a safe travelling environment for all road users, a well maintained amenity to the Community.

KEY RESPONSIBILITIES AND DUTIES

Corporate Responsibilities

- To ensure that Council's image is enhanced and protected by performing all duties in a courteous, efficient and professional manner.
- To inform Management via your appropriate Supervisor of any issues likely to adversely affect the performance, image or public perception of the organisation or the image of the Council.
- To adhere to OH&S policies, procedures and guidelines and use all necessary safety equipment provided and to report any defect in any such equipment or workplace hazards as soon as it comes to your attention.
- To participate in the annual performance review.
- To be respectful, encouraging and helpful to all fellow employees and observe the principles of equal opportunity.
- To refrain from making public statements or issuing comments to the media unless specifically authorised by your Department Manager.
- To ensure due care is exercised in the use of equipment issued or entrusted to you, and that proper maintenance is carried out on a regular basis.

General Duties

- Undertake street and drainage cleansing operations.
- Carry out regular servicing of any plant or minor equipment including cleaning of machinery, greasing and replacement of cutting edges and brooms.
- Perform general laboring work as required.
- Carry out plant / site risk assessments prior to beginning tasks.
- Any other duties within the limits of the employees skill, competence and training (multi-skilling).

Occupational Health and Safety

Use all safety equipment and carry out duties using safe practices in accordance with safety standards and the regulations of the Occupational Health and Safety Act 2004 and Council's SafetyMAP procedures.

Risk Management

- Contribute to making Cardinia Shire as risk free as possible for all employees, residents and visitors
- Take all reasonable action to protect Council assets from damage and or loss
- Comply with Council's Risk Management Policy and Framework

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Take reasonable care for your own health and safety and that of others affected by your activities.
- The position is directly responsible for:-
 - Providing street and drainage cleansing works
- The following activities can be undertaken without higher approval:-
 - The incumbent has the authority to carry out basic infrastructure maintenance in accordance with adopted maintenance practices and procedures.
 - Record details of daily accomplishments on Daily Time Sheets.

JUDGMENT AND DECISION MAKING

- The work is clearly defined and there are established procedures.
- The following discretion exists in regard to procedures and equipment:-
 - Having regard to the prevailing weather conditions when carrying out maintenance works if applicable.
 - Having regard to all site safety conditions when operating any plant or light equipment.

SPECIALIST SKILLS AND KNOWLEDGE

- The incumbent must be proficient at operating the following:
 - Street Sweeper with drainage pit suction device
 - Drainage Pit lid lifting equipment
- The following knowledge is essential for this position:-

- Mechanical aptitude.
- Knowledge of street sweeping operations including various implements in an infrastructure maintenance environment

MANAGEMENT SKILLS

- Time management.
- Ability to work to maintenance schedules.
- Self-organisation.
- Ability to self-motivate.
- Ability to embrace and act in accordance with the Cardinia Values and behaviours.

INTERPERSONAL SKILLS

- Ability to work in a team environment as well as individually.
- Ability to communicate with the team and supervisors.
- Ability to manage your time.
- Ability to work unsupervised.
- Ability to adhere to council policies and procedures

INHERENT PHYSICAL REQUIREMENTS

- Ability to sit for extended periods.
- Ability to drive an automatic vehicle to reach out-posted sites which are not always accessible by public transport.
- Ability to get in and out of high machinery
- Ability to move on foot around and over rough or uneven surfaces in urban, hillside and rural areas.
- Ability to read computer screens and fine print on documents when required.
- Ability to communicate face to face and on the telephone.
- Ability to sit, stand, bend, reach, twist, kneel and grip.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Current Victorian Driver License with Medium Rigid Endorsement.
- Ability to operate a street sweeper in a varying terrain (flats and hilly).
- Ability to operate drainage pit suction devices.
- Proven ability to operate a range of implements and hand tools.
- Experience in infrastructure maintenance.
- Red Card Qualified.

Desirable:

- Chainsaw and manual handling certificate.
- Spraying certificate.
- Traffic management certificate.
- First Aid Level 2 certificate.

KEY SELECTION CRITERIA

- Appropriate certificates/endorsements to operate a street sweeper and other similar plant and equipment.
- Experience in a similar role.
- Possession of the relevant qualifications as outlined above.
- Ability to carry out regular servicing of own vehicle.
- Ability to work in a team environment.
- Ability to embrace and act in accordance with the Cardinia Values and behaviours.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2017 and Cardinia's policies and procedures.

Tenure: This is a part time (0.5 EFT) ongoing position

Pre-employment checks: Appointments are subject to a satisfactory National Police Record Check, pre-employment medical, Working With Children Check and 6 month probation period (new employees only).