

Position Description

| Position Title | Street Cleansing Attendant/Driver Operator |
|--------------------------|--|
| Directorate | City Futures |
| Department/Business Unit | Infrastructure Services |
| Team | Cleansing |
| Classification | Band 3 |
| Date | March 2024 |

| | |
|-------------------|---|
| Reports to: | Cleansing Foreperson |
| Supervises: | N/A |
| Internal Liaison: | <ul style="list-style-type: none"> Service Unit Leader Waste & Cleansing – (as required) Team Leader Cleansing – (as required) Cleansing Foreperson & Other Operations Centre staff – Daily. |
| External Liaison: | <ul style="list-style-type: none"> Customers as required. |

Position Objectives

Your primary purpose in this position is to:

- Maintain the appearance and cleanliness of the city by operating a variety of plant/equipment and undertaking a range of associated general labouring tasks in a safe, efficient, and courteous manner.

Key Selection Criteria

You need these essential qualifications (or experience), knowledge and skills to carry out this position.

Essential

- Certificate III or IV in Cleansing, Waste or related industry-based training course or equivalent relevant experience in the cleansing and/or waste industry.
- Demonstrated ability to operate a variety of medium and heavy mechanical plant and equipment in a safe and efficient manner and to undertake routine daily maintenance of minor plant and equipment.
- Demonstrated ability to work diligently and enthusiastically under general supervision in order to meet desired service outcomes.
- Demonstrated reliability and punctuality and ability to work cooperatively in a team environment.
- Demonstrated ability to communicate with the public in a clear and courteous manner, in order to present a positive image for Council along with basic administrative and computer skills.
- Demonstrated ability to work in adverse weather conditions and on a roster system which includes weekends, public holidays and daily shifts that may be scheduled over a 24-hour day.

As part of the Key Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- ☐ satisfactory (and ongoing) Working with Children's Check
- ☒ satisfactory (and ongoing) Police Check
- ☒ current valid (and ongoing) Victorian Driver's Licence – (Minimum Class Heavy Rigid)
- ☐ ongoing First Aid and CPR (specify) including:
 - ☐ Provide First Aid (Level 2)
 - ☐ Provide First Aid in an Education and Care Setting

Position Specific Responsibilities & Skills

In this position, you are responsible for:

| | |
|--------------------------------|---|
| <u>Standards</u> | <ul style="list-style-type: none">• Undertake all duties ensuring work complies with safe work practices, policies, and procedures relevant to the task being carried out and to the standard specified by Council. |
| <u>Operational</u> | <ul style="list-style-type: none">• Operate items of medium mechanical plant, equipment and undertake manual tasks associated with the city's cleansing operational requirements.• Also operate items of heavy mechanical plant and equipment associated with the city's cleansing operational requirements, utilising a current, valid Heavy Rigid License recognised and endorsed in Victoria.• Responsible for the care and maintenance of allocated plant in accordance with Councils procedures,• Resolution of minor / routine problems relating to assigned tasks.• Deployment availability to all operational activities across the cleansing roster. |
| <u>Record Keeping</u> | <ul style="list-style-type: none">• Maintain records and provide information as required. |
| <u>Customer Service</u> | <ul style="list-style-type: none">• Promote a positive image of the Council through high standards of personal presentation and the provision of services and advice in a courteous and efficient manner. |
| <u>Training</u> | <ul style="list-style-type: none">• Undertake training as required and provide guidance and on-the-job training for other employees as required across the range of cleansing operational activities. |

Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are at the back.

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are at the back.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

| | |
|--|---|
| Emergency Management | <ul style="list-style-type: none">• Help Council fulfil its emergency management obligations by assisting in emergency management activities as required |
| Child Safety | <ul style="list-style-type: none">• Understand obligations and act in an appropriate manner with and around children.• Promote positive work practices with children.• Establish boundaries around acceptable and unacceptable behaviour in relation to children.• Adhere to reporting obligations where there is suspected or discovered child abuse |
| Climate Change & Sustainability | <ul style="list-style-type: none">• Help support Council's response to the climate emergency by helping facilitate a whole -of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes. |
| Compliance | <ul style="list-style-type: none">• Remain mindful of the requirements of the Victorian Charter of Human Rights at all times.• Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.• Perform other duties as directed within the limits of acquired skills, knowledge, and training. |

| | |
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| | <ul style="list-style-type: none"> At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees. At all times, comply with Council's Code of Conduct - Staff. |
| Diversity, inclusion and equity | <ul style="list-style-type: none"> Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: <ul style="list-style-type: none"> zero tolerance of racism and expectations that staff will act on incidents of racism. supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights. |
| Gender Equality | <ul style="list-style-type: none"> Support Councils response to the prevention of violence against women and workplace sexual harassment, including by modelling acceptable behaviour, and reporting improper conduct in a timely manner. |

Inherent requirements of the position

These are the essential requirements of this position:

Vision and Hearing Requirements

- ☒ This position requires a vision test.
- ☒ This position requires a hearing test.

On a typical day, approximately this much time would be spent on the following activities:

| Cognitive Requirements | Frequency (% of the working day) | | | |
|--|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| | Rare/ Never 0-5% | Occasional 6 – 33% | Frequent 34 – 66% | Constant >66% |
| Regular communicating with team / work mates | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Regular communicating with others | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Verbal instruction and supervision of others | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| High concentration | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Planning and problem solving | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Job / task organisation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Short-term memory | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Long-term memory | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Physical Requirements

- ☐ This position does not require more than 10-15% manual handling/physical exertion (A tick is still required in the applicable box in each row) OR
- ☒ A task analysis exists because this position requires more than 10-15% manual handling/physical exertion If so, delete the table below and replace with a copy/paste of the Physical Requirements Summary matrix from the relevant Task Analysis

| Physical Requirements | Task detail | Frequency (% of the working day) | | | |
|-----------------------|-------------|----------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| | | Rare / Never 0-5% | Occasional 6 – 33% | Frequent 34 – 66% | Constant >66% |
| Mobility/Postures | | | | | |
| Sitting | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| Physical Requirements | Task detail | Frequency (% of the working day) | | | |
|-------------------------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | | Rare / Never 0- 5% | Occasional 6 – 33% | Frequent 34 – 66% | Constant >66% |
| | Operating sweepers or public litter truck, travelling in vehicles | | | | |
| Standing | Dumped rubbish, bin inspections, making sweeper brooms, washing vehicles | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walking | Most tasks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Crawling | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Non-manual handling | | | | | |
| Crouch/squat | Litter/dumped rubbish collection, replace gutter brooms, brushes and wheels | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kneeling | Replace gutter brooms, brushes and wheels | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bending | Inspecting bin contents, litter / dumped rubbish collection, replace gutter brooms, brushes and wheels, fill water tank | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reaching | Litter collection, cleaning, washing vehicles, set up weed sprayer, Gurnie use | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Twisting/trunk rotation | Operating the sweeper and high pressure washer | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Fine manipulation/pinch grip | Holding the bag during litter collection | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Power/open hand grip | Handling chess pieces and dumped rubbish | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Writing/typing | Note taking for dumped rubbish inspector | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climb ladders | In / out of skate park bowl, climb into cabin on large road sweeper and public litter truck | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climb or descend stairs | Stairs around the CBD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Physical Requirements | Task detail | Frequency (% of the working day) | | | |
|--|--|-------------------------------------|---|---|---------------------------------------|
| | | Rare / Never 0-5% | Occasional 6 – 33% | Frequent 34 – 66% | Constant >66% |
| Low level work | Replace gutter brooms, brushes and wheels | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Leg/Foot controls | Operate foot pedals on vehicles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Physical Requirement | Task Details | Rare 0-3 Repetitions per day | Occasional 4-30% Repetitions per day | Frequent 31-150% Repetitions per day | Constant >150% Repetitions per day |
| Manual Handling - lift, carry, push, pull or hold | | | | | |
| 1 - 5kg | Carrying small weed applicator and litter bag, chess pieces, Glutton wand, rubbish collection and dumped rubbish | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.1 – 10kg | Knapsack, litter bag bushes, fuel hose, dumped rubbish | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.1 – 15kg | Roller doors, brushes, brooms, dumped rubbish | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15.1 – 20kg | Brushes, brooms, dumped rubbish | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Over 20kg | Hydrant standpipe, pull start blower, dumped rubbish | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift floor to hip | Litter bag, weed applicator, water bucket, chess pieces, dumped rubbish | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Lift waist to shoulder | Litter bags and bins, dumped rubbish | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift overhead | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pushing/pulling | Hopper, sweeping / scraping, wheelie bin, high pressure washing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Band descriptors *(as defined in Council's Enterprise Agreement)*

These descriptors help to classify the position: Band 3

Accountability and Extent of Authority

The position is directly held responsible for:

- Working in a team environment under general supervision the position is responsible for assuring the quality and timeliness of work performed.

- Performance of a broad range of tasks using developed skills, performing this work within general guidelines however also has scope to use discretion in application of standard procedures. This may require contact with the public or other employees which involves explanations of specific procedures and practices.
- May be required to supervise and coordinate others in cleansing unit related work particularly where provision of on-the-job training based upon skills and experience is required.

Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

- Nature of the work is usually specialised requiring use of personal judgement however tasks performed may be selected from a range of techniques, processes, and systems.

Independently

- Make onsite decisions.
 - regarding safety, quality and environmental considerations including their impact.
 - on how to meet the specified job outcome.
- Report damage or safety issues relating to Council assets.

With Input from the Cleansing Foreperson or Cleansing Team Leader

- Monitor and organise vehicle maintenance scheduling.

Recommends to the Cleansing Foreperson or Cleansing Team Leader

- Variations to work practices and schedules to enhance efficiency, cost effectiveness or safety.
- Selection of plant & equipment in order to meet desired service outcomes.

Guidance

- Guidance and advice is always available.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Proficiency in the operation of medium mechanical plant as well as more complex [heavy] equipment or plant.
- Demonstrated ability to provide employees under their supervision with on-the-job training and guidance and put continuous improvement ideas into action by proposing improvements or solutions to commonly encountered problems.
- Overcome weather conditions which have an adverse effect on cleansing work demands and outcomes to ensure the safe and competent operation of mechanical plant.
- Taking a flexible approach to work deployment, including tasks, work plans and estimation for ordering of materials, along with rostering to achieve desired cleansing unit outcomes.
- Skills in oral and written communication with clients, other employees, and members of the public and in the resolution of minor problems.

Management & Interpersonal skills

The essential position requirements include:

- Must be able to provide employees under their supervision with on-the-job training and guidance.
- Maintain a clean city despite the littering behaviour of others by drawing upon additional time or resources where required, when appropriate to do so.
- This position requires oral communication skills and where appropriate written skills, with clients, members of the public and other employees as well as in the resolution of minor problems.
- Dealing with members of the community and its visitors that may engage in actions which do not support our endeavours to keep the city clean.

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position

| | Name | Signature | Date |
|----------|------|-----------|------|
| Occupant | | | |

Appendix

Core Capability Framework – Team Member

Relationship Management

Develops and maintains strong and enduring relationships with colleagues and/or external stakeholders which are built on mutual respect and commitment. Ensures that all people are treated with dignity and respect regardless of gender, ethnicity, religion or sexual orientation.

- Demonstrates respect for the wide range of views and perspectives that are expressed in their teams
- Contributes effectively to team meetings
- Demonstrates commitment to team decisions
- Demonstrates respect for other team members

Planning & Organising

Thinks from a wholistic perspective and sees the patterns in the complex relationships that exist between the different parts of the organisation. Uses these insights to ensure that the organisation's human, physical and financial resources are effectively used in the achievement of the organisation's, team's or the role's agreed priorities.

- Is able to explain the relationship between own work activities and the goals and objectives of the team
- Prioritises work based on the needs of the team
- Shares relevant information as and when appropriate
- Consistently does her/his share of the work

People Development

Demonstrates a deep commitment to ongoing learning and development as fundamental to the organisation's sustained success and to the realisation of the potential of its people.

- Is active in identifying opportunities for ongoing growth and development
- Seeks feedback with a view to personal and professional development
- Looks for opportunities to grow skills and knowledge
- Is proactive in managing own career development

Future focused organisation

Is keenly aware of the social, political, economic and technological trends that impact the global and local environments and ensures these are factored into the work of individuals, teams or the organisation to deliver on the needs and expectations of the Council and the community it serves

- Incorporates key issues impacting the broader environment into the way they undertake their work
- Responds flexibly to change
- Shows resilience in times of change
- Seeks support during times of uncertainty

Outcome orientation

Demonstrates a strong commitment to a high-performance culture by constantly striving for high quality customer service outcomes and accepting responsibility for outcomes within their control

- Demonstrates a willingness to take informed risks in solving client issues
- Ensures tasks are consistently completed to the required standard
- Responds promptly and appropriately to requests for service
- Consistently follows established practices and procedures

Service focus

Ensures there is a focus on delivering work priorities to agreed quality and timeliness standards

- Is friendly and responsive to clients/customers
- Strives to deliver quality client/customer outcomes
- Deals with client/customer issues with concern and a sense of importance

Self-management

Demonstrates self-awareness through understanding own responses to a range of situations as well as understanding the impact their behaviour has on others

- Accepts personal responsibility for outcomes within their control
- Demonstrates the ability to regulate and adapt behaviour according to the circumstances and the audience
- Seeks out feedback with the purpose of reflecting on work performance with a view to self-improvement
- Models Greater Dandenong's ethical and organisational standards

- Acts decisively during times of ambiguity and pressure

Safety, health and wellbeing

Ensures that the safety, health and wellbeing of employees, contractors, service users and councillors is at the heart of the organisation's culture and the way work is organised and services delivered

- Actively participates in discussions and activities aimed at improving safety, health and wellbeing
- Takes responsibility for the personal safety, health and wellbeing of self and immediate others
- Supports and encourages colleagues to actively participate in safety, health and wellbeing initiatives

Council's REACH Values

Respectful

We respect and care about our community, each other and ourselves.

We act with integrity at all times and in all matters.

We take time to listen to and seek to understand the other point of view.

We strive to understand and respect the diversity of our community and our workplace.

We understand our role in the community and respect the responsibility that comes with

Creative

We care about getting the best outcomes.

We constantly ask: What's the future and what's possible?

We have the courage to try new ideas.

We strive for excellence in everything we do.

Engaged

We listen to our community and respond.

We work together with our community and each other, to achieve the best outcome.

We have the confidence to challenge the status quo, to reach for better outcomes.

We are action-oriented in identifying and responding to new challenges.

Honest

We tell the truth, even when we know people may not want to hear it.

We form our opinions and give advice from sound, evidence based research.

We act with humility and apply the highest standards of ethical behaviour to everything we do.

Accountable

We are proud of our city, our community and our achievements.

We spend our time and effort on solutions rather than looking for someone to blame.

We take responsibility for our actions.

