



Position Details

Position title:	Sweeper Operator
Award Classification:	Band 3
Department:	Operations & Infrastructure
Division:	Waste & City Maintenance
Date Approved:	April 2024
Approved By:	Executive Manager Waste and City Maintenance

Organisational Relationships:

Reports To:	Supervisor Street and Beach Services
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors, Community groups.

Position Objectives

- This position is responsible for operating the plant in a manner that will provide a high standard of street, beach and drain cleaning services within the municipality of Port Phillip
- Maintain a high standard of street, beach and drain cleaning services within the municipality of Port Phillip
- This position is an operational role responsible for working with the Supervisors of the Port Phillip Street and Beach Services unit to enable the efficient operation of the service

Key Responsibilities and Duties

- Follow the daily schedule and ensure that all the day's work is completed to comply with "Best Value" specifications & service level agreements.



- Effective and efficient operation of large, medium and small street sweeper makes and models
- Clean and maintain the vehicle and follow all plant maintenance and reporting procedures
- Effectively communicate with the Supervisor/Team Leader and report any incomplete work
- Report any incidents and accidents to Supervisor in a timely manner
- Ensure effective communication internally and work as an effective and cooperative team member
- Maintain good relations with the public, other Council departments, tradesmen and service authorities and promote a positive image as part of the Street and Beach Services unit
- Assist and perform in the Street & Beach Labourer team when required
- Ensure appropriate safety and protective equipment is worn, including sunscreen, and ensure all works are performed in a manner that does not place yourself or others at risk
- Perform manual handling tasks such as lifting, digging, raking, sweeping and using mechanical tools
- Operate vehicle and tow plant as required in a safe, competent and responsible manner in accordance with the Road Traffic Regulations
- Maintain roads, streets, beaches and drains within the Municipality of Port Phillip
- Ensure the vehicle in use is maintained in good condition and any defects are reported to the Workshop and are entered into the vehicle complaints register
- Participate in induction and training programs as required
- Other duties as directed within the skills and abilities of a position at this level

Accountability and Extent of Authority

- Perform maintenance duties as directed by the Supervisor/Coordinator within Street and Beach Services guidelines to meet the required service levels and standards through the co-ordination of day to day on the job tasks
- Accountable for the quality and timeliness of work performed on streets, beaches and drains within the municipality of Port Phillip
- Receives direct and/or general supervision and receives direction as to the task(s) to be performed and the procedure to be followed but may exercise limited discretion in applying established practices and procedures



- Responsible for the security and correct operation and use of assets, equipment and materials within the employee's control
- May be required to supervise and coordinate others in similar or related work

Judgement and Decision Making

- Exercise appropriate personal judgement and make decisions regarding the street, beach and drain cleaning within the municipality of Port Phillip
- Resolve minor problems that arise through day-to-day operations informing supervisor of decisions made.

Specialist Skills and Knowledge

- Knowledge of safe Manual Handling Techniques and Occupational Health and Safety
- Safe and competent operation of street sweepers within an urban environment and heavy mechanical plant
- Capable of working to Street and Beach Services guidelines and procedures

Management Skills

- Ability to manage own time, plan and organise own and / or others work at a basic level.
- Ability to follow instructions and work with general or minimal supervision
- Flexibility to ensure targets are met within adequate timelines

Interpersonal Skills

- Good verbal and written communication skills
- Ability to communicate effectively with management, staff and customers with regards to information needs
- Excellent customer service and public relation skills
- Have a positive and committed work ethic
- Ability and willingness to work as an effective member of a team.

Qualifications and Experience

- Current drivers licence required with Victorian truck licence endorsement
- Previous experience in street sweeper operations and proven mechanical aptitude is essential



- Previous experience in operations of heavy mechanical plant in an urban environment

Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification
- Victorian Heavy truck drivers' licence

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.



- Evidence of COVID-19 Vaccination or valid medical exemption in line with City of Port Phillip Vaccination Policy
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- And be required to undertake a pre-employment medical check (at the cost of the council)

Key Selection Criteria

- Effective and efficient operation of large, medium and small street sweeper makes and models within an urban environment.
- Knowledge of safe Manual Handling Techniques and Occupational Health and Safety standards within an urban environment
- Previous experience in operations of heavy mechanical plant with proven mechanical aptitude
- Current drivers licence required with Victorian truck licence endorsement
- Good verbal and written communication skills, excellent customer service knowledge
- Ability to communicate effectively with management, staff and customers with regards to providing information relevant to the role
- Ability to communicate efficiently and provide equipment reports to fleet mechanics and supervisors including knowledge of pre-start checks.
- Demonstrated ability to plan, prioritise and organise work on an individual basis, understand service level agreements and operation service programs.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.