



Position Description

Sweeper Operator

The 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.

POSITION TITLE:	Sweeper Operator
AWARD CLASSIFICATION:	Band 3
DEPARTMENT:	Maintenance & Operations
DIVISION:	Construction, Contracts and Operations
DATE APPROVED:	October 2021
APPROVED BY	Manager, Maintenance & Operations

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO:	Coordinator Street and Beach Services
SUPERVISES:	N/A
INTERNAL LIAISONS:	Council Employees and Managers, Executive Team and Councillors
EXTERNAL LIAISONS:	Government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors

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



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- 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
- Effective and efficient operation of a number of 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 Driver 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 that mechanical and hand tools are used correctly and in a competent manner and are returned to the store daily
- 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

INHERENT PHYSICAL REQUIREMENTS OF THE POSITION:

Weather Conditions

This position is required to work outdoors in a variety of weather conditions

- High air temperatures when working in hot weather



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- High humidity caused by the weather
- Low temperatures when working outside in cold weather
- Wearing thick clothing such as gloves and heavy jackets that restricts movement while working in cold or wet conditions

Repetitive Movements or Sustained Forces

- Twisting, bending, turning, with torso and/or neck
- Grabbing, picking or wringing actions with the fingers, hands or arms
- Working with the fingers close together or wide apart
- Very fast movements
- Reaching behind the body
- Reaching forwards or sideways
- Squatting, kneeling, crawling, lying, semi-lying or jumping
- Lifting or lowering
- Carrying with one hand or one side of the body or with both hands
- Carrying equipment on back (e.g. Back Pack Blower)
- Exerting force with one hand or one side of the body
- Pushing, pulling, reaching forward or dragging
- Exerting force while in an awkward posture
- Sitting / walking for periods of time
- Stepping (in / out of vehicles; over kerbs and other obstacles)

High Force

- Using a finger-grip, a pinch-grip or an open-handed grip to handle a heavy or large load
- Exerting force at the limit of the grip span
- Holding, supporting or restraining a person, animal or heavy object
- Exerting force with the non-preferred hand
- Two or more people need to be assigned to handle a heavy or bulky load
- During the application of high force, the body is in a bent, twisted or otherwise awkward posture

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



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- 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 employees 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

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 follow instructions and work with general supervision
- Flexibility to ensure targets are met within adequate time lines

COMPLIANCE

- Ensure that you are familiar with and abide with, the City of Port Phillip Employee Code of Conduct, applicable legislation and Council's policies and procedures

OCCUPATIONAL HEALTH & SAFETY

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes
- Participate as appropriate in an early and safe return to work program after a workplace injury
- Participate in the improvement of health and safety, including incident investigations and risk management processes



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- Maintain knowledge of OHS issues relevant to your work

INTERPERSONAL SKILLS

- Good verbal and written communication skills
- Ability to communicate effectively with management, staff and customers with regards to information needs
- Ability to work and contribute in a team or individually under general supervision
- Flexibility to ensure targets are met within adequate time lines

QUALIFICATIONS AND EXPERIENCE

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

CHILD-SAFE STANDARDS

- Maintain a child safe culture at the 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.

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, and
- Sufficient proof of their identity.
- Complete a National Police Check completed via City of Port Phillip's Provider.

KEY SELECTION CRITERIA

- Knowledge of safe Manual Handling Techniques and Occupational Health and Safety standards
- Current drivers licence required with Victorian truck licence endorsement
- Good verbal and written communication skills
- Ability to communicate effectively with management, staff and customers with regards to providing information relevant to the role
- Ability to work and contribute in a team or individually under general supervision



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- Successful completion of a medical check declaring fitness for duties is required prior to an offer of employment being made
- Demonstrated ability to plan, prioritise and organise work on an individual basis
- Demonstrated experience in the operation of a number of street sweeper makes and models within an urban environment