



Position Description Street Cleansing Labourer

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:	Street Cleansing Driver Labourer
AWARD CLASSIFICATION:	Band 2
DEPARTMENT:	Maintenance & Operations
DIVISION:	Construction, Contracts and Operations
DATE APPROVED:	September 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

- 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



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KEY RESPONSIBILITIES AND DUTIES

- 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 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
- 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
- Check the vehicle for water, oil and tyre pressure daily
- Participate in induction and training programs as required
- Maintain good relations with the public, other Council departments, tradesmen and service Authorities and promote a good image as a unit and as Port Phillip Street and Beach Services
- Other duties as directed within the skills and abilities of a position at this level
- Operation of all equipment required to complete tasks including but not limited to industrial vacuums, pressure cleaners, blowers, hand rakes, shovels and brooms

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 performance of day to day on the job tasks
- Accountable for the quality of work performed on streets, beaches and drains within the municipality of Port Phillip
- Receives direct and/or routine 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
- May assist others in the supervision of work of the same band
- May provide on-the-job training based of their skill and experience
- Works individually under routine supervision

JUDGEMENT AND DECISION MAKING

- Undertake tasks that are clearly defined and subject to established procedures.
- Resolve minor problems that arise through day to day operations



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SPECIALIST SKILLS AND KNOWLEDGE

- Capable of working to Street and Beach Services guidelines and procedures
- Safe and competent operation of medium mechanical plant
- Safe and competent driving of vehicles not more than 13.9 tonnes GCM
- Extensive experience in operations of a medium ridged vehicle/plant, undertaking safe and competent operations of all council vehicles and equipment
- Capable of working to a program maintenance cleansing plan
- Basic administrative and professional skills

MANAGEMENT SKILLS

- n/a

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
- 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

QUALIFICATIONS AND EXPERIENCE

- Current drivers licence required with Victorian truck licence endorsement
- Relevant work experience in a driving and labouring role



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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.
- Employee type Working with Children Check

KEY SELECTION CRITERIA

- Knowledge of safe Manual Handling Techniques and Occupational Health and Safety standards
- Holder of a 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 without supervision and positively contribute to the team under routine supervision
- Demonstrated ability to undertake the inherent requirements of the position
- Successful completion of a medical check declaring fitness for duties is required prior to an offer of employment being made