



## 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.

The City of Port Phillip is a committed Child Safe organisation and has zero tolerance for child abuse. Every child and young person accessing City of Port Phillip has the right to feel and be safe. All City of Port Phillip Councillors, employees, volunteers, contractors and community representatives have a responsibility to understand and activate their role in preventing, detecting, responding and reporting any suspicions of child abuse to the relevant authorities, and maintaining a child safe culture.

<b>POSITION TITLE:</b>	Street Cleansing Labourer
<b>AWARD CLASSIFICATION:</b>	Band 2
<b>DEPARTMENT:</b>	Maintenance & Operations
<b>DIVISION:</b>	Construction, Contracts and Operations
<b>DATE APPROVED:</b>	September 2020
<b>APPROVED BY</b>	Manager, Maintenance & Operations

### **ORGANISATIONAL RELATIONSHIPS:**

<b>REPORTS TO:</b>	Coordinator Street and Beach Services
<b>SUPERVISES:</b>	N/A
<b>INTERNAL LIAISONS:</b>	Council Employees and Managers, Executive Team and Councillors
<b>EXTERNAL LIAISONS:</b>	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



# Position Description

## Street Cleansing Labourer

---

- 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**

- 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



# Position Description

## Street Cleansing Labourer

---

### **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

### **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



# Position Description

## Street Cleansing Labourer

---

### QUALIFICATIONS AND EXPERIENCE

- Relevant work experience in a driving and labouring role

### 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.

### MANDATORY REQUIREMENTS

- Victorian Driver Licence including Heavy Vehicle Licence and VicRoads Licence Verification
- Pre-Employment medical and Functional Capacity Evaluation

### SECURITY REQUIREMENT 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.

Employment of successful candidates will be subject to a National Police Check.

Employment of successful candidates will be subject to a Working With Children Check (employee type with City of Port Phillip as registered organisation)

### KEY SELECTION CRITERIA

- Knowledge and experience in the application of safe Manual Handling Techniques and Occupational Health and Safety standards
- Good oral, verbal and written communication skills to effectively communicate with internal and external stakeholders
- Ability to follow instructions and frequently work without direct supervision and to positively contribute to the team
- Experience as a driver and labourer in a similar role