

POSITION	POSITION NUMBER
Street Cleaner Support	
CLASSIFICATION	LOCATION
Band 2	Operations and Environment Depot
DEPARTMENT	DIVISION
Environment	Infrastructure and Environment

## Position Objectives

- Operate as part of a cleansing and litter/waste collection team to provide timely and cost-effective cleansing services at various locations within the City of Ballarat.
- Assist and support other team members in aspects of cleansing, litter and waste tasks ensuring satisfactory completion of all allocated daily activity and in maintaining a clean and presentable City.
- All operations are to be carried out with a high level of public safety and in accordance with adopted procedures and policies.
- Be prepared to work in a multiskilled environment to support other areas of the street cleaning unit including street sweeping and mall cleaning functions.

## Key Responsibility Areas

### Plant Operation and Street Cleaning Tasks

#### *Service requirements and roster:*

- Participate as per Level 1.2 as outlined in Schedule 7 of the 2019 City of Ballarat Enterprise Agreement.
- Report to and take direction from Leading Hand Cleaner Driver and Supervisor Street Cleaning regarding duties, locations, and requirements of daily activities and operational programs relevant to range of Street cleaning functions.
- Carry out duties within a set time frame in line with specified works programs, reactive works as directed, projects, budgets relevant to Street Cleaning Unit activities.
- The role requires working to an overtime roster, working a minimum of one weekend per month and public holidays as per a roster.
- Provide support and backfill for weekend work, sick leave and annual leave.
- Compliance with organisational requirements during daily activity and if required, during times of emergency response.
- Contribute to a clean and tidy City.

#### *Street Litter Collection*

- Operate a side loading compactor rotating between driver and loader.
- Emptying of scheduled street and park bins in line with the bin allocation (waste or recycling).

- Empty bins as directed by Supervisor/Team Leader.
- Leave the bin and immediate surrounds in a clean and tidy condition.

## *Loose Litter Collection*

- Operate a two tonner, cage and sweeper/vacuum.
- Operate handheld blowers, rakes, spades and tongs.
- Collect litter from areas as directed in both scheduled and reactive program.
- Work to ensure areas are clean and left in a reasonable and acceptable standard.

## *Leaf and Gutter Cleaning*

- Operate a two tonner, Cage and Vacuum truck.
- Operate handheld blowers, rakes, spades and tongs.
- Clean gutters, streets and footpaths to remove debris.

## *Weed Removal Gutters and other location*

- Operate a two tonner and spray units.
- Operate handheld brush cutters rakes and other tools.
- Spray and chip weeds.

## *Pavement and street furniture cleaning*

- Operate two tonner and hot wash as required.
- Remove stains, putrescible waste, vomit and other debris from pavement and furniture.
- Overtime Component - Hot wash operates every Sunday for 3.00 hours.

## *Dumped Rubbish and Dead Animal removal*

- Operate two tonners to use manual and lifting equipment to pick up and removedumped rubbish.
- Collect, remove and dispose of dead animals.
- Follow protocols for household pets regarding scanning, reporting and storage.

## *Pit Cleaning*

- Operate vacuum sucker.
- Operate manual tools, spades, picks etc for clearing debris from pits.
- Operate to clear flooding pits as directed.

## *Provision of Support and backfill to Mall attendant*

- Operate footpath sweeper, blower and manual tools.
- Work with footpath sweeper and street sweeper to ensure malls and shopping strip areas are clean – including pavement, bins and furniture.

## *GGR Bin Truck*

- Operate a side loading compactor in single or dual team.
- Emptying of scheduled street and park bins in line with the bin allocation (waste or recycling).

- Empty bins kerbside bins (missed, small/narrow streets or as directed).
- Empty bins as directed by Supervisor/Team Leader.
- Leaving the bin and immediate surround in a clean and tidy condition.

## *Waste Collection Compactor*

- Provide support and backfill duties as a waste collection compactor driver.
- Heavy Rigid truck license required.

## **Plant Maintenance**

### *Maintain Vehicles in appropriate standard*

- Operate and maintain plant and equipment in an effective and efficient manner and in compliance with relevant laws and regulations, council procedures and operating manuals.
- Clean vehicles and ensure kept in an acceptable state (internal/external).
- Complete daily plant checklists.
- Report defects/damage and receive guidance from Team Leader/Supervisor regarding repair/maintenance.
- Support Team Leader in ensuring vehicles are serviced regularly.
- Raise ideas, improvements or changes to the plant to Supervisor.

## **Customer Service, Training and Administration**

### *Provide high level customer service*

- Ensure reactive jobs are completed to acceptable standard.
- Support the team in sharing responsibility for cleaning or reporting areas identified as below standard or not able to be attended to.
- Undertake work within the vicinity of a reactive job to ensure area is clean.
- Engage positively with the community.

### *Ensure paperwork (or electronic systems) are completed*

- Daily tasks – completing and reporting back any changes or issues.
- Plant checklists, Incident and Timesheets and other documentation as required by the Supervisor to be filled out in a timely manner.

### *Training*

- Engage in training that assists in the safe delivery of the service.
- Undertake training and competency assessment to operate Council's fleet of sweepers.

### *Health and Safety*

- Report hazards, incidents and near misses as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.

- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.

REPORTS TO:	DIRECT REPORTS:
Supervisor Street Cleaning	
ORGANISATIONAL RELATIONSHIPS	
Internal: Council officers and other Council employees	External: General Public, Suppliers, Service Authority Representatives

## ORGANISATIONAL RELATIONSHIPS

### *Accountability and extent of authority*

- Responsible for the quality, quantity and timelines of allocated work to achieve reasonable standards of cleanliness.
- Responsible for the good repair, cleanliness and safe working condition of plant and equipment utilised.
- Accurate completion of Plant Daily Inspection Checklist and appropriate plant defect notification process.
- Accountable to the Supervisor Street Cleaning for carrying out all allotted tasks in a thorough, safe, effective and efficient manner and maintaining constant vigilance in relation to the applications of Council's Occupational Health and Safety and Environmental Management procedures and practices.
- Able to work under routine supervision and is responsible for quality of work performed.
- Completion of assigned tasks and timely and accurate submission of paperwork as required (electronically or via hardcopy as provided).

### *Judgement and decision making*

- Work within Council's team values of Loyalty, Excellence, Outcomes and Leadership and code of conduct and council's policies.
- This position has the authority to make decisions within standard operating procedures and service level requirements
- Responsible for assessing tasks and the environment and choosing the appropriate cleaning or corrective process using guidance from the standard operating procedures, OH&S and take 5 procedures, and seeking advice from Supervisor or Team Leader if tasks falls outside of these requirements
- Ensure all aspects of work are carried out in a manner that complies with all relevant safety guidelines and the safe operating procedures.
- Provide input into improvements on safety, delivery and rostering as appropriate.
- Report all hazards, near misses and/or incidents as soon as possible.

### *Specialist skills and knowledge*

- Operation of plant utilised for collection and removal of waste/litter/build-up/dumped rubbish

for street cleaning.

- Proficiency in safe and competent operation of light to medium rigid trucks, used specifically for cleansing works and/or minor waste collection. Inclusive of but not restricted to:
  - Brush Cutter
  - Leaf blowers & suction units
  - Light pavement sweepers
  - Hand tools – various
  - Spray Equipment
  - Two Tonne Truck with lifter
  - Side Loading Compactor
  - Leaf and Gutter Vacuum Sweeper
- Ability to deliver street cleaning services to a reasonable standard to ensure streets are clean and to work to a schedule.
- Work to a schedule and carry out reactive works as directed.
- Ability to respond to customer complaints with a high service level of response
- Willingness to work as part of a team in undertaking works and changing schedules in response to cleansing requirements.
- Willingness to develop skills and operate plant in other areas of the street cleaning including mall cleaning, footpath and street sweeping.

#### *Management skills*

- Ability to achieve objectives within an agreed timeframe and to an appropriate standard – guidance available.
- Ability to provide feedback and input on the tasks undertaken.
- Ability to assess a task and undertake appropriate method for completing it.
- This position has access to information and direction from the Supervisor and Team Leader Street Cleaning.
- The ability to apply standardised procedures and plant operations to complete tasks.
- Willingness to provide input into business improvement including daily rosters and operations.

#### *Interpersonal skills*

- The ability to work as a positive and productive member of a team to achieve desired outcomes.
- Ability to speak clearly and concisely when communicating with team members and other employees.
- Ability to work well within a team environment to achieve the agreed objectives.
- Uphold Council's Values in all interactions with colleagues and members of the public.
- Ability to communicate with members of the public in a professional manner.
- Ability to read and write in English.

#### *Qualifications and experience*

##### **Mandatory**

- A current Victorian Drivers Licence with a Medium Rigid endorsement. Heavy Rigid desirable.

- Experience operating plant and meeting specific service levels or time bound tasks.
- Ability to work to a seven-day roster.

## **Desirable**

- Experience working in a local government or private street cleansing role.
- Experience in working in a team environment involving scheduled and reactive work

## **SELECTION CRITERIA**

- Qualifications and experience as listed above.
- Demonstrated ability to champion, model and promote the corporate values.
- Demonstrated experience in an operational, cleaning or a works role operating plant, undertaking manual handling and utilising tools (or relatable experience).
- Demonstrated experience in operating small trucks, sweepers, street vacuums or related plant.
- Demonstrated experience working as a positive member of a team.
- Possess a Victorian Driver's Licence endorsed to Medium Rigid standard.
- Demonstrated ability to work to a rotating seven-day roster, work regular overtime, procedures, schedules and fill out appropriate daily and weekly forms.
- Demonstrated experience complying with and working to Occupational Health and Safety policies and procedures.