



Position Description – Operator Labourer - Sweeping

Division	City Operations
Portfolio	City Utilities
Business Unit	Waste Operations
Level	ME6
Reports To	Workgroup Leader - Waste and Sweeping
Prescribed Position	No

Position Objective

To work as a team member across the City Utilities portfolio with a primary focus to operate plant, equipment and undertake general labouring duties within, but not limited to, the Sweeping Team in a safe and efficient manner. Early starts and late finishes may be required and the position will be expected to work across other teams during seasonal and peak periods.

Key Responsibilities

- Perform operating and labouring duties within the Sweeping Team, ensuring efficiency and safety with a focus on customer service.
- Work to daily allocated tasks to meet designated customer service levels and work standards and procedures.
- Demonstrate flexibility and a willingness to perform a variety of tasks and other reasonable duties as directed by your leader.
- Ability to work flexible hours and weekend work as required.
- Operate plant and equipment as required to carry out duties.
- Responsible for the plant and equipment, including:
 - Ensuring all plant has standard operating procedures in conjunction with work health and safety procedures;
 - Ensuring proper care and maintenance of plant and equipment including liaising with Fleet on plant related matters;
 - Reviewing plant usage in conjunction with the leader;
 - Assisting in the development of Safe Working Procedures for operations involved with the construction and maintenance team; and
 - Ensuring all plant use sheets for the team are submitted with accurate information.

- Responsible for accurate manual and computer-based records, including but not limited to;
 - Ensuring timesheets are filled out correctly and passed on to your leader;
 - Ensuring daily work forms are completed and passed on to the relevant leader;
 - Ensuring cart notes, delivery dockets and contractors paperwork is recorded and passed on to the relevant leader;
 - Ensuring Traffic Management Plans are recorded and passed on to the relevant leader; and
 - Operating computers as required for data entry, reporting or communication purposes.
- Communicate with members of the public and service providers in a friendly and polite manner.
- Contribute to a broader 'team' approach across City Operations by undertaking other duties in other work groups, relative to training, skills, competencies and level.
- Actively contribute to achieving the City Utilities Portfolio Plan goals in line with the Organisational and Community Plan.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Effective communication skills when liaising with customers, suppliers and work colleagues.
- Ability to work without direct supervision.
- Ability to manage time and resources effectively to ensure service levels are met.
- Ability to carry out minor engineering, horticultural and arboriculture tasks as required.
- Demonstrate a positive and constructive 'can do' attitude.
- Demonstrate self-motivation and initiative.
- Show flexibility and willingness to work across teams as required by the Workgroup Leader or Coordinator Civil Maintenance.
- Ability to operate a variety of heavy machinery and hand-held motorised tools in a safe manner.
- Literacy and numeracy skills to match record keeping responsibilities.

- Basic computing skills including knowledge of the Microsoft Office and Internet Explorer environments are required.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management systems and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviour consistent with the organisational values.

Knowledge

- Working knowledge of sweeping and general maintenance techniques and principles.
- Sound knowledge of customer service principles and practices.
- Knowledge of plant and equipment associated with sweeping or civil maintenance.
- A broad understanding of the Return to Work Act 2014 (SA) and employees' responsibility in particular.
- Knowledge of responsibilities in creating and maintaining Child Safe environments.
- Understanding and appreciation of the Charles Sturt community.

Experience

- Experience in sweeping or civil infrastructure maintenance, i.e. Roads, drainage systems and footpaths and/or horticultural practices and principles is desirable.
- Experience working with plant and equipment associated with sweeping, civil construction and civil maintenance operations is desirable.

Qualifications & Requirements

MR Truck Licence	Essential
White Card	Essential
Work Zone Traffic Management	Desirable
LW Excavator or Loader	Desirable
LB Backhoe	Desirable
LL Skid steer	Desirable
First Aid Certificate	Desirable