



## Position Description – City Clean Team Member

<b>Division</b>	Asset Management Services
<b>Portfolio</b>	Field Services
<b>Business Unit</b>	City Maintenance
<b>Level</b>	ME6
<b>Reports To</b>	Workgroup Leader – City Clean and After Hours
<b>Prescribed Position</b>	No

### Position Objective

The City Clean Team Member works as part of a team to undertake public litter and waste removal, rapid response services, and general labouring including bitumen maintenance, asphalt repairs, and large patch work at sites across the Council area.

### Key Responsibilities

#### Safety

- Follow defined Work Health and Safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Actively identify, report and, where possible, fix workplace hazards.
- Responsibility for and actively involved in identifying and managing risk in day to day activities and projects.

#### Operational

- Safely and appropriately operate plant and equipment to perform public litter and waste removal services.
- Under direction of the Workgroup Leader or Coordinator, undertake rapid response activities and tasks.
- Perform general operating and labouring duties associated with maintenance activities including bitumen maintenance, pothole repairs, and asphalt footpath repairs.
- Perform duties consistent with work orders to meet customer service levels and work standards and procedures.

- Interact and liaise with members of the community and service providers in a friendly and polite manner.
- Ensure plant and equipment requirements of the team are in safe working and operating order, including:
  - Ensuring all plant has SOP in conjunction with WH&S procedures;
  - Liaise with Team Leader Fleet Services/workshop on plant related matters;
  - Notify Workgroup Leader of all plant issues for follow up;
  - Review plant usage in conjunction with Workgroup Leader/Coordinator; and
  - Ensure all plant checklists are submitted with the accurate information.
- Demonstrate flexibility to work a roster that includes flexible hours, after-hours and weekend work as required.
- Responsible for accurate manual and digital-based records, including but not limited to;
  - Ensuring timesheets are filled out correctly and passed onto your Workgroup Leader;
  - Ensuring work orders are completed including all required information;
  - Ensuring delivery dockets and contractors paperwork is recorded and passed onto your Workgroup Leader;
  - Ensuring Traffic Management Plans are recorded and carried out; and
  - Ensuring works orders are received, processed and closed including notes as required.

## **General**

- Perform other duties as reasonably requested by the Workgroup Leader or Coordinator City Maintenance.
- Positively contribute to our culture by living our values which guide decision making and delivery of outcomes for our community.
- Follow defined information management practices, policies and procedures of Council records.
- 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 general maintenance 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 City Maintenance.
- Ability to operate a variety of heavy machinery and hand-held motorised tools in a safe manner.

- Effective plan reading and basic surveying skills.
- Literacy and numeracy skills to match record keeping responsibilities.
- Basic computing skills including knowledge of the Microsoft Office and Internet Explorer environments are required.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviour consistent with the organisational values.

## Knowledge

- Working knowledge of construction and maintenance techniques and principles.
- Knowledge of plant and equipment associated with emergency response.
- Knowledge of plant and equipment associated with civil construction and maintenance projects.
- 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 civil infrastructure maintenance.
- Experience working with plant and equipment associated with civil construction and civil maintenance operations is desirable.

## Qualifications

MR Truck Licence	Desirable
White Card	Essential
Work Zone Traffic Management	Desirable
LW Excavator or LB Backhoe	Desirable