



Position Description

Field Leader – Sweeping

Division	City Operations
Portfolio	City Utilities
Business Unit	Waste Operations
Level	ME8
Reports To	Workgroup Leader – Waste and Sweeping
Prescribed Position	No

Position Objective

The Field Leader – Sweeping is responsible for undertaking works and leading a team in the delivery of the street sweeping program and maintenance at sites across the Council area.

The Field Leader – Sweeping is expected to encourage and demonstrate the objectives of Safety leadership, Operational excellence, Customer experience and People experience.

Key Responsibilities

Safety leadership

- Follow defined Work Health and Safety (**WHS**) legislation, policies and procedures related to the work being undertaken in order to ensure own safety, and that of others in the workplace.
- Responsibility for and actively involved in identifying and managing risk in day to day activities and projects.
- Demonstrate a 'safety first' culture including:
 - Supporting leadership with the identification of training needs of team members in relation to WHS policies, procedures, Safe Operating Procedures (**SOPs**) and Safe Work Procedures (**SWPs**);
 - Leading a positive safety reporting culture that reports all incidents, near misses and hazards and supports safety learning and improvements from this; and
 - Regularly monitoring daily risk assessments and contribute to increasing risk awareness of the work team.
- Ensure plant and equipment requirements of the work team are undertaken, including:

- Completion of all prestart and routine checks and inspections and that plant has SOP's in conjunction with WHS procedures;
- Notifying Fleet Services on plant and equipment related matters ensuring faults are promptly reported and fixed;
- The completion and accuracy of plant usage sheets for the team; and
- Where required, liaising with, and supporting activities associated with materials and equipment suppliers and hire companies.

Operational excellence

- Lead and supervise the work team in the delivery of program and maintenance street sweeping including but not limited to:
 - Directing the team with daily work activities and tasks in line with required service levels and deliverables;
 - Where required, interpreting plans to ensure works are undertaken in accordance with technical specifications;
 - Ensuring work orders are completed and actioned in accordance with associated procedures;
 - Ensuring team members commence and finish work at the appropriate times and that all lunch and tea breaks are in accordance with the Award;
 - Identifying and appropriately responding to, and addressing technical issues and problems relevant to work requirements;
 - Maintaining effective relationships with contractors and suppliers;
 - Where required, provide information for job costing estimates and budget preparation;
 - Undertaking works by safely operating plant, equipment and machinery relevant to the works required;
 - Monitor performance standards by carrying out auditing in the area of responsibility.
 - Actively foster a culture of collaboration, innovation and continuous improvement with work team.
 - Ability to work flexible hours and weekend work as required.
 - Some work outside the span of ordinary hours may be required.

People leadership

- Provide supervision and leadership to the work team by:
 - Undertaking active on-site leadership and direction, induction and training, and ensuring administrative duties such as daily records and timesheets are completed;

- Giving support, mentoring and encouraging team contributions, and notifying the Workgroup Leader or Coordinator of concerns with team member performance, development or wellbeing;
- Promoting a 'one team' culture within the Portfolio; and
- Demonstrating an understanding of the Portfolio strategic direction and purpose.

Customer experience

- Interact with members of the community, contractors, suppliers and colleagues in a professional way by:
 - Demonstrating active listening, showing empathy, and subject matter expertise in the provision of advice and resolution of matters;
 - Clearly and appropriately conveying information relevant to the area of expertise; and
 - Actively delivering an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.

General

- Perform other duties as reasonably requested by the Workgroup Leader or Coordinator.
- 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

- Experience in, or willingness to lead individuals and teams by motivating, encouraging team contributions and driving effective performance.
- Experience in overseeing works and activities related to street sweeping including an ability to interpret work orders and plans, and experience with coordinating suppliers and contractors.
- Demonstrated verbal and written communication skills to express information clearly and appropriately for the intended purpose.
- Interpersonal skills to establish and maintain effective relationships across a variety of groups.
- Sound digital literacy skills in various Microsoft applications with the ability to apply technical skills to Council's software systems.
- Demonstrated problem solving skills to assess issues, identify and explore suitable solutions, and resolve problems appropriately.

Knowledge

- Understanding of the use and operations of a variety of associated street sweeper plant, equipment and machinery.
- Sound understanding of employer responsibilities under the Work Health and Safety Act 2012 (SA).
- Knowledge of relevant Council policies and procedures related to street sweeping.
- Knowledge of employer responsibilities in creating and maintaining child safe environments.
- Understanding and appreciation of the Charles Sturt community, Council's strategic direction, and employee values.

Experience

- Experience in delivering quality customer service in an operational environment.
- Proven experience in street sweeping and maintenance.
- Proven experience with plant and equipment associated within street sweeping.

Qualifications

MR Truck licence

Essential

Work-Zone Traffic Management certificate

Desirable

White Card Accredited

Essential