

POSITION DESCRIPTION

POSITION TITLE	General Hand/Plant Operator (Footpath Sweeper)
DIRECTORATE - SECTION	Asset Services – Waste & Fleet Services
LEVEL - EBA	5 - Operational
RESPONSIBLE TO	Supervisor Resource Recovery

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

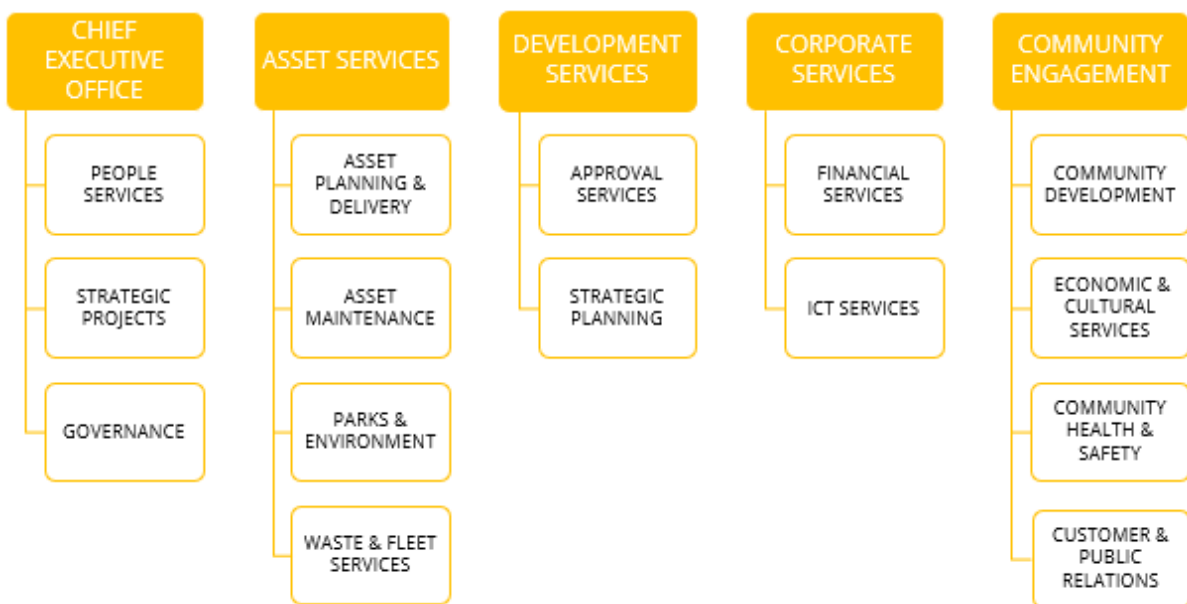
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Completion of tasks associated with waste management in an efficient/safe manner, under direction of Supervisor Resource Recovery.

- Operate road and footpath Sweepers in a safe, sound and effective manner.
- Ensure road and car park sweeping is carried out in accordance with the road sweeping schedule.
- Respond to customer requests for sweeping as required.

KEY RESULT AREAS

EXECUTIVE SUPPORT

- Manager Waste & Fleet Services, through the Supervisor Resource Recovery is fully and accurately informed and supported to ensure the best possible strategic and operational decisions are made; and initiatives and programs implemented, in relation to Waste.

OPERATIONAL SUPPORT

- Be punctual, undertake pre-start checks, and complete timecards and works records as directed.
- Participate in inductions
- Responsible for maintenance of plant and equipment.

CUSTOMER SUPPORT

- Proactively maintain and further foster excellence in customer service values and culture throughout the City, with a consistently positive image of Council being promoted to the community.

WASTE SERVICES

- Road and footpath Sweeper's operation and maintenance.
- Sweep roads, car parks, footpaths etc as required.
- Remove and appropriately dispose of waste at approved sites.
- Report on illegal waste dumping and hazards using manual & onboard software methods.
- Drainage and gully clearing/educating.
- Complete plant inspection sheets. Waste tipping at designated disposal sites.
- Maintain the vehicle in a clean and orderly condition and ensure daily cleaning tasks are completed.
- Prepare daily and weekly operation reports and make suggestions regarding Routes and Schedules.
- Respond to requests regarding dumped waste on roads and designated car parks as required.
- In periods of no machine, assist the Resource Recovery Team in general as required.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.

- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Construction Safety Awareness Card 'White Card'
- Hold current Basic Worksite Traffic Management (BWTM) and Traffic Controllers (TC) certificates would be desirable.

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- Demonstrated high skill level operation of sweeper trucks and plant including machine maintenance procedures.
- Experienced in the safe operation and user maintenance of trucks and plant.
- Sound knowledge of safe operation procedures and maintenance of tools and equipment.
- Sound knowledge of safe operating procedures.
- Knowledge and compliance of Occupational Safety and Health Regulations.
- Competent literacy and numeracy skills.
- Demonstrated ability to read and understand road maps.
- Ability to operate on board data software.
- Clear and concise communication skills.
- Good customer service skills.
- Good time management skills
- Experience in working under traffic conditions.
- Manual handling skills.
- Demonstrated ability to work under limited supervision.
- Demonstrated ability to work independently.
- Ability to complete designated tasks within set time frames.
- Ability to present a professional attitude to residents.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Lengthy periods of sitting (during driving) & standing/bending/trunk rotation whilst climbing in and out of the Litter Truck
- Navigating and lifting equipment when required
- Loading, reaching and preparing vehicle for daily activities

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

- Possession of a current 'HR' class motor vehicle driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Coordinator Waste Services
DATE PD REVIEWED/APPROVED: 16 May 2024
