

POSITION TITLE	Sweeper Operator	CLASSIFICATION	Appendix 11
REPORTS TO	Team Leader Street Cleaning		
DEPARTMENT	Street Cleansing Services		

#### OUR STRATEGIC CONTEXT



VISION	Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures.
COUNCIL PLAN	A thriving and unique place; an inclusive and healthy community; and a people-centred and future-ready city.
VALUES	Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

#### HOW YOUR ROLE CONTRIBUTES

To operate street cleaning equipment in a manner that will provide a high-quality street cleaning service to the City of Stonnington.

At all times be aware of the high-profile image presented to the residents and general public of Stonnington and provide the level of service to meet Council's expectations.

RESPONSIBILITIES	KEY OUTCOMES
Daily operation	<ul style="list-style-type: none"> <li>» Follow the daily schedule and ensure that all the day's work is completed within the service level agreements.</li> <li>» Effective and efficient operation of large medium and small street sweeper/vehicles.</li> <li>» Effectively communicate with the Supervisor/Team Leader and report any incomplete work.</li> <li>» Ensure effective communication internally and work as an effective and cooperative team member.</li> <li>» Ensure appropriate safety and protective equipment is worn, including sunscreen, and ensure all works are performed in a manner that does not place yourself or others at risk</li> <li>» Perform manual handling tasks such as lifting, digging, raking, sweeping and using mechanical tools.</li> <li>» Ensure appropriate safety and protective equipment is worn, including sunscreen, and ensure all works are performed in a manner that does not place yourself or others at risk.</li> <li>» Accountable for the quality and timeliness of work performed on streets, laneways and drains within the municipality</li> <li>» Other duties as directed within the skills and abilities of a position at this level</li> </ul>
Vehicles/equipments	<ul style="list-style-type: none"> <li>» Ensure the vehicle in use is maintained in good condition and any defects are reported to the Workshop and are entered into the vehicle log book.</li> <li>» Clean and maintain the vehicle and follow all plant maintenance and reporting procedures</li> <li>» Responsible for the security and correct operation and use of assets, equipment and materials within the employee's control .</li> <li>» Responsible for the security and correct operation and use of assets, equipment and materials within the employee's control.</li> </ul>
Report	<ul style="list-style-type: none"> <li>» Report any incidents and accidents to Supervisor in a timely manner.</li> </ul>
Trainings	<ul style="list-style-type: none"> <li>» Participate in induction and training programs as required.</li> </ul>
Community engagement	<ul style="list-style-type: none"> <li>» Maintain good relations with the public, other Council departments, tradesmen and service authorities and promote a positive image as part of the Waste Management Services.</li> </ul>

#### KEY WORKING RELATIONSHIPS



Direct reports:	Supervisor/Team Leader Street Cleaning
Internal:	Waste Management Department
External:	Stonnington Community

## REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> <li>» Accountable for the quality and timeliness of work performed on streets and drains within Stonnington.</li> <li>» Accountable for ensuring that daily work set for the crew is carried out and completed to comply with 'Best Value' specifications. Any sensitive matters outside the City of Stonnington policies and procedures are to be referred to the Team Leader or Coordinator.</li> <li>» Accountable for performing maintenance duties as directed by the Team Leader.</li> </ul>
Judgement and decision-making	<ul style="list-style-type: none"> <li>» Exercise appropriate judgement and make decisions regarding the street and drain cleaning within Stonnington.</li> <li>» Guidance is always available from the Team Leader/Supervisor and Coordinator.</li> </ul>
Specialist knowledge and skills	<ul style="list-style-type: none"> <li>» Knowledge of safe Manual Handling Techniques and Occupational Health and Safety.</li> <li>» Safe and competent operation of street sweepers within an urban environment and heavy mechanical plant.</li> <li>» Capable of working to Street Cleaning Services procedures.</li> <li>» The ability to use the two-way radio system appropriately and responsibly.</li> </ul>
Management skills	<ul style="list-style-type: none"> <li>» Skills in managing time, setting priorities, planning and organising one's work to achieve agreed objectives.</li> </ul>
Interpersonal skills	<ul style="list-style-type: none"> <li>» Good verbal and written communication skills.</li> <li>» Ability to liaise effectively with management, staff and customers concerning information needs.</li> <li>» Ability to work in a team environment and flexibility to ensure targets are met within adequate timelines.</li> </ul>
Qualifications and experience	<ul style="list-style-type: none"> <li>» Current drivers license required</li> <li>» Current Medium Rigid Licence</li> <li>» Ability to physically be able to perform the work.</li> </ul>

## Capability Framework: Level 1 Foundational

- Capabilities are the essential skills and behaviours needed for effective role fulfillment, represented as observable actions

Project Management	<ul style="list-style-type: none"> <li>• Develop essential skills in effective planning, coordination, and control. Responsibilities include tracking tasks to ensure deadlines are met, understanding team objectives, managing time efficiently, and providing valuable feedback for continuous improvement, all contributing to the overall success of the project</li> </ul>
Change	<ul style="list-style-type: none"> <li>• Creating Path Through Change" by advocating for continuous improvement and contributing new ideas to enhance processes. You will embrace innovative approaches and utilize data to identify opportunities for enhancing work systems, ultimately benefiting both our business and community</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Effectively communicate with clarity and respect, actively listen and engage with others, adapt language and non-verbal cues as needed, prepare well-structured written materials, and contribute regularly to team discussions and community engagement</li> </ul>
Good governance	<ul style="list-style-type: none"> <li>• Utilise technologies and data to enhance efficiency while ensuring compliance with information security and organisational policies. Support process improvements and help colleagues understand relevant guidelines and procedures.</li> </ul>
Achievement	<ul style="list-style-type: none"> <li>• You will deliver customer and community-focused services aligned with strategic objectives. You will seek diverse perspectives, build internal and external networks, and complete tasks on time under guidance. Contributing to resource allocation and team goals, your work will prioritize the needs of customers and the community</li> </ul>

## Leadership Impact

- You will contribute to a culture of continuous improvement by embracing feedback and supporting your colleagues. You will help ensure that everyone understands how their roles align with our goals
- and participate in recognising high-quality work while promoting the value of diversity within
- Stonnington

## WHAT WE ARE ALL RESPONSIBLE FOR



## Service Promises

- » We Empathise | We are Responsive | We are Transparent | We are Consistent | We Follow Through

## Code of Conduct

- » We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.

## Workplace Health, Safety and Wellbeing

- » We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.

## Diversity, Equity and Inclusion

- » We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.

## Safeguarding Children and Young People

- » We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.

## Sustainability

- » We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.