Position Title: Sweeper Operator / Drainage Crew Member
Position Code: 1452
Department: Infrastructure Services
Business Unit: Field Services
Work Group: Drainage
Position Classification: Band 3
Effective Date: March 2013

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

1.0 Position Objectives

1.1 Contribute to the Works & Operations Unit by leading & implementing Council’s pathway sweeping program along with ensuring the efficient undertaking of drainage systems maintenance.

2.0 Key Responsibilities

2.1 Implement Council’s pathway sweeping program including pedestrian walkways, shared pathways, bike paths, pits, kerb & channel, park pathways and car parks ensuring the standards are met within set timeframes.

2.2 Competently operate machinery relevant to street sweeping and drainage maintenance.

2.3 Wash and clean sweeper daily when operating the machine and perform routine minor repairs and adjustments, daily pre-start checks and operator maintenance in accordance with the manufacturer’s specifications.

2.4 Carry out drainage system maintenance and inspections of works including record keeping / data capture as required.

2.5 Maintain accurate diary records and time sheet records ensuring that all labour and plant hours are recorded.

2.6 Provide on the job training to employees new to the area of responsibility and guidance and advice to relief and weekend staff.

2.7 Assist / cooperate with other physical services works team and contractors as required.

3.0 Core Physical Requirements

3.1 Capacity to sit/drive, operate plant & equipment for long periods.

3.2 Capacity to step up and down from plant & equipment frequently.

3.3 Capacity to, on occasion, lift items unspecified in weight within individual limits.

3.4 Capacity to bend the knees or squat to ground level occasionally.

3.5 Capacity to walk / negotiate uneven, hard and sloping ground.

3.6 Capacity to work in an outdoor environment for varying periods of time.

3.7 Capacity to work outdoors in all weather conditions.

3.8 Capacity to perform heavy manual duties.
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3.9 Capacity to walk distances greater than 1 kilometre.
3.10 Capacity to drive a motor vehicle.

4.0 Accountability and Extend of Authority

4.1 Authorised and accountable for the operation of Council's sweeper in a safe and efficient manner.
4.2 Authorised to alter pathway sweeping route if site requirements prevent safe access.
4.3 Accountable for performing sweeping duties within defined program.
4.4 Accountable for maintaining accurate diary records and time sheet records ensuring that all labour and plant hours are recorded.
4.5 Authorised to take appropriate action to ensure own and public safety.
4.6 Accountable for the effective and efficient undertaking of drainage system maintenance works and inspections including open drains, construction works, culverts and pits and pipes.
4.7 Authorised to make on the job decisions affecting work performance, materials, conditions and health and safety.

5.0 Judgement and Decision Making

5.1 The particular tasks to be performed will involve selection from a range of techniques, systems, equipment, methods and processes.
5.2 Problem solving will require some originality in approach with solutions usually based on previously encountered procedures and practices.

6.0 Knowledge and Skills

6.1 Specialist Knowledge and Skills

6.1.1 Ability to operate mechanical sweeping and drainage related plant and equipment.
6.1.2 Ability to complete minor repairs and adjustments to assigned plant and equipment.
6.1.3 Ability to follow works programs and adjust as necessary.
6.1.4 Demonstrated time management and organisational skills.
6.1.5 Ability to safely sign work sites in accordance with the Traffic Management Code of Practice.
6.1.6 Demonstrated basic mechanical knowledge / aptitude.

6.2 Management Skills

6.2.1 Ability to work with limited supervision.
6.2.2 Ability to reach objectives within a timeframe.
6.2.3 Ability to effectively and efficiently utilise resources.
6.2.4 Provide on-the-job training and guidance as required.

6.3 Interpersonal Skills

6.3.1 Ability to understand and follow written and verbal instructions.
6.3.2 Ability to communicate effectively and gain cooperation and assistance from employees and the general public.
6.3.3 Ability to work cooperatively with other team members.

7.0 Qualifications and Experience
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7.1 Experience in operating a mechanical sweeper and drainage related plant as well as proven experience as an operator of other plant and equipment.
7.2 Experience in completing relevant drainage inspection and maintenance tasks.
7.3 Demonstrated time management and organisational skills.
7.4 Current drivers licence - Medium Rigid.
7.5 Certificate of competency for front end loader / backhoe preferred.
7.6 Chainsaw Operator Certificate, Spotters Certificate and current Crane Chasers Certificate or equivalent preferred.
7.7 OH&S Construction Industry Induction Card and Confined spaces awareness training preferred.
7.8 Stop / Slow Bat certificate and Implement Traffic Control Plans Certificate or Select & Modify Traffic Control Plans Certificate preferred.
7.9 Current First Aid Certificate Level 2 preferred.

8.0 Key Selection Criteria

8.1 Experience in operating a mechanical sweeper and drainage related plant as well as proven experience as an operator of other plant and equipment.
8.2 Experience in completing relevant drainage inspection and maintenance tasks.
8.3 Ability to communicate effectively and follow both written and oral instruction.
8.4 Demonstrated time management and organisational skills.
8.5 The ability to work with limited supervision.
8.6 Basic mechanical knowledge.
8.7 An understanding of and commitment to OH&S practices.
8.8 Current Drivers Licence - Medium Rigid
8.9 Certificate of competency for front end loader / backhoe.
8.10 OH&S Construction Industry Induction Card, Confined spaces awareness training and current Farm Chemicals awareness training.
8.11 Stop / Slow Bat certificate and Implement Traffic Control Plans Certificate or Select & Modify Traffic Control Plans Certificate.
8.13 Current First Aid Certificate Level 2.

9. Authorisation

Authorised by: Director - Infrastructure Services

Date:

Employee's Signature

Date: