

# **RELIEF OPERATOR (Cleansing Services)**

## **Grade 3**

### **PRIMARY PURPOSE**

Actively contribute as a member of the cleansing services team with various skills or as an individual to ensure continuity of service delivery across a range of services. Including; general cleansing duties, operate various plant (Tipper Truck, Garbage Compactor Truck, Front End loader and Fork lift) and ensure that work is completed on time, within budget limitations and in compliance with quality and safety standards.

### **KEY ACCOUNTABILITIES**

1. To undertake relief duties as required or as directed by the supervisor or manager, including;
  - I. Drive and operate MR tipper truck.
  - II. Drive and operate a front end loader & attachments
  - III. Drive and operate garbage compactor
  - IV. Undertake general Cleansing duties
  - V. Drive and operate a fork lift
2. Have a very good understanding of the various roles and responsibilities that relief duties apply too;
  - I. Depot Plant Operator
  - II. Illegal Dump Compactor
  - III. Tipper Truck
  - IV. Miscellaneous plant (push mower, whipper snippers, glutton, litter vac etc.)
  - V. General cleansing duties
3. Maintain plant in a clean and serviceable condition by carrying out necessary maintenance and minor repairs and arrange for services and major repairs through the Workshop Supervisor.
4. Undertake other Cleansing team tasks as directed to provide effective support to the Cleansing section
5. Assist other operational areas, when required particularly in wet weather or other emergencies, to meet community needs.
6. Complete any necessary paperwork associated with the position's activities.
7. Display awareness of costs and ensure that operations are undertaken within the allocated budget.
8. Solve problems and make decisions within delegated authority to ensure cost effective targets are achieved.

9. Continually review and provide feedback on improvements in operating procedures, process, work practices and methods including upgrading or improvements to plant, equipment, materials and tools used within the position to ensure they are the best for the task allocated.
10. Assist the public with enquiries in regards to Council activities in a helpful and positive manner to enhance the image of Council and its staff.

## DECISION MAKING

The Relief Operator is required to;

- a) determine relative priorities on a daily basis, taking heed of the input and particular requirements of the supervisor and/or operational manager.
- b) identify issues needing attention and provide input to the relevant supervisor to achieve the most effective and efficient output within the budget limitations.
- c) Undertake work activities and adapt to changing priorities while achieving the delivery of the assigned program of works.

## COUNCIL'S POLICY

Employees are required to observe the provisions contained in the Human Resources Policies and Procedures Manual. In particular, all employees are required to comply with the following policies or the successors to each of these at all times.

### 1. Equal Employment Opportunity

Equal Employment Opportunity (EEO) is the responsibility of every staff member. All staff are required to ensure that their behaviour is non-discriminatory and that they co-operate with all EEO initiatives introduced into the workplace. Employees must not discriminate against anyone in connection with their Council duties on grounds of sex, religious conviction, race, marital status, pregnancy, physical or intellectual impairment, sexual preference or political conviction.

### 2. Code of Conduct and Guiding Principles

It is important that at all times employees act in a manner that enhances community confidence in Council. The community is entitled to quality service and a positive helpful attitude. While on duty employees are to give the whole of their time and attention to the business of the Council. Employees need to keep up to date with advances in their area of responsibility and carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to treat all people with courtesy and sensitivity concerning their rights.

### 3. Work, Health & Safety

All employees are responsible to:

- Comply with the Occupational Health & Safety Act and with Council's policies and practices;
- Identify, report and where appropriate action risks/hazards in order to eliminate or mitigate against the risk occurring again;
- Participate, where necessary, in the W.H&S consultative processes provided by Council;
- Adhere to and adopt basic required safety procedures and systems for the team and employees own protection in accordance with W.H&S procedures; and
- Ensure all potential or actual areas of danger within the areas worked are immediately made safe and repaired or reported to appropriate person/s as soon as possible after discovery.

## PERSON SPECIFICATION

1. The core competencies outlined for a Team Member;
  - Proven ability to work as part of a team
  - Physical ability to undertake manual tasks such as lifting, shovelling, emptying bins, litter collection, walking etc.
  - Basic understanding of customer service
  - Identify, manage and promptly report risks and hazards in the work place.
2. Competently operate a front end loader safely evidenced by one of the following:
  - Hold a previous certificate of competency issued by WorkCover
  - Hold a SOA or other NRQ for operating a front end loader
  - Have completed training at an industry training school
  - Verified on the job training by an experienced and competent person
  - Verified and demonstrated experience and competency
3. Hold a current WorkCover approved fork lift licence (LF)
4. Hold a Class MR Licence.
  - Drive a medium rigid truck.
5. The ability to plan, and coordinate activities and resource's to ensure that the work undertaken is maximised.
6. Competent understanding of plant operations applicable to Cleansing Services
  - Understanding of plant service and maintenance operations
  - Operate and maintain equipment.
  - Handle construction materials and safe disposal of waste.
  - Monitor machine operations.
  - Spread and compact materials manually.

## SPECIAL CONDITIONS OF EMPLOYMENT

This position requires flexibility in works undertaken and you will be required to undertake various roles to meet operational requirements.