



POSITION DESCRIPTION

Position Title:	Road and Footpath Sweeper Team Leader
Position Number:	11133
Directorate:	Strategic Projects and Infrastructure
Reports to:	Sanitation Supervisor
Department:	Waste, Fleet & Depot
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 5 MEU

1. POSITION OVERVIEW

The Road and Footpath Sweeper Team leader is responsible for the effective and efficient day-to-day delivery of in-house road and footpath cleaning services across Council roads and footpaths to meet the required standards and levels of service.

1.1. Position Objectives

- Supervise and coordinate machine operator staff to ensure they are utilised most productively according to their skills and ability.
- Liaise with the Sanitation Coordinator regarding safety and operation matters and day to day requirements.
- Assist in the provision of a professional service throughout the City.

2. DUTIES & RESPONSIBILITIES

2.1. Operational

- Operate and oversee road and footpath sweepers on designated routes within the City of Karratha,.
- Physical requirements:
 - Fitness to use hand tools such as shovels, rakes, brooms, high pressure units, blowers and similar implements, to assist with general cleaning of footpaths and roadways.
- Transport loads to landfill sites and unload sweeper.
- Carry out operation of plant as allocated in a capable and efficient manner to always reflect creditability on the organisation.
- Perform daily maintenance on sweeper, i.e. inspection of water and oil levels, tyres and lights.
- Carry out minor maintenance and cleaning and ensure liaison with the Fleet department in respect to any Plant repairs that may be required.
- Responsible for cleaning sweeper at the Depot wash down facilities.
- Any other such instruction or duty as may be required by the Sanitation Coordinator.

2.2. Leadership

- Lead, mentor and supervise team of road and
- Schedule and coordinate daily work
- Provide training and guidance to the team members
- Monitor and evaluate team performance
- Inspect and assess the cleanliness of roads and footpaths

- Maintain records of daily activities including work completed, equipment usage and materials consumed

2.3. Health & Safety

Team Leaders are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the WHS Risk Management Procedure.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.
- The employees of the City are not exposed to hazards in their working environment.
- Other roles and responsibilities outlined in the WHS Management: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Authority & Accountability

- Works under regular supervision of the Sanitation Coordinator.
- Works in accordance with approved Council's policies, procedures and guidelines.
- Ability to lead a team and monitor the quality of work undertaken by staff

3.2. Judgement & Problem Solving

- Ability to exercise limited judgement to problem solve by using guidance found in established processes, procedures, precedents, and guidelines.
- Ability to respond appropriately showing initiative or seeking further instruction as required.
- Working knowledge of Work Health and Safety Regulations

3.3. Specialist Knowledge & Skills

- Good knowledge of daily maintenance requirements for Road Sweeper.
- General knowledge of Work Health & Safety regulations.
- Proven ability to plan and oversee the delivery of schedules
- Fitness, agility and mobility to:
 - Work in high temperatures
 - Bend and stretch as required to operate machinery
 - Climb onto truck platforms, steps and ladders
- Demonstrated experience of daily maintenance requirements for heavy plant is desirable.

3.4. Management Skills

- Demonstrated leadership skills and experience in a supervisory role sufficient to be able to provide leadership and effective day-to-day management to a small team.
- Ability to train and develop staff
- Monitor the performance of staff ensuring that they are held accountable for the work undertaken.

3.5. Interpersonal Skills

- Highly developed numeracy, written and verbal communication skills relevant to the work area.
- Ability to manage time effectively to ensure duties are carried out to the required standard.
- Developed teamwork skills to enable efficient interaction with management, staff from various cultural backgrounds.
- Ability to present information verbally in a one-on-one and small group situations and other employees of the organisation.
- Ability to work autonomously.
- Demonstrated customer service skills.

3.6. Qualifications & Experience

- Demonstrated experience in leading teams,
- Good knowledge of City area
- Current HR class driver's licence.
- Demonstrated experience in the safe operation of heavy plant and/or tickets
- National (or Federal) Police Certificate (no more than 6 months old)