

# Position Description

<b>Position Title:</b>	Community Clean Up Crew – Team Member
<b>Classification:</b>	Level 3 (Depot Operations)
<b>Agreement:</b>	The Shire of Broome Outside Enterprise Agreement 2016
<b>Department:</b>	Parks and Gardens
<b>Location:</b>	Shire Depot
<b>Date reviewed:</b>	May 2021
<b>Approved by:</b>	Manager Works

## Commitment to the Shire

### **Our Vision for the Shire of Broome**

A future, for everyone.

### **Our Aspirations**

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

### **Our Values**

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive for Everyone</i>	Proactive, forward thinking, open-minded and innovative. for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

## **Position Objectives**

To ensure the town and surrounding environment is clean and welcoming to both the residents and travellers and to carry out any small repairs and maintenance work in a timely manner.

## **Position Key Responsibilities**

### **Facilities Appearance**

- Empty street bins, beach bins and park bins
- Pick up litter in China Town, suburban streets, foreshores, parks and other areas as designated
- Painting, cleaning and maintenance of Council assets, including Street furniture, Parks and Garden structures and other areas as required

### **Clean-up**

- To ensure all Council facilities are clean and graffiti free

### **Team Work**

- Work as a team member so that the work is shared and each member respects both themselves and other team members
- Respect cultural differences
- Provide excellent customer service to internal and external customers
- Display OSH awareness within the workplace and follow all Shire of Broome Policies and Procedures
- Can be required to fill in for parks and gardens operational staff on various horticultural and turf duties if required. Determined by experience and qualifications.

### **Corporate / Customer Interface**

- Treat all public and staff members in a courteous and respectful manner to ensure public relationships are maintained to a high level of professionalism
- Ensure all public enquiries are responded to in a courteous and effective manner and / or directed to the Works Supervisors when deemed necessary

## **Organisational Responsibilities**

### **Human Resource Management**

- When required, relieve positions within the department during periods of absence.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Undertake other activities including undergoing training and development as required for execution of the role.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

### **Occupational Health & Safety**

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice

- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

### Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

### Organisational:

- Contributes to the achievements of the Directorate generally.
- Participate and contribute to Technical Advisory Groups and other Shire committees.
- To undertake other special projects within skill base and qualifications when required.

### Organisational Relationship/Context

<b>Reports to:</b>	Team Leader - Community Clean Up Crew
<b>Supervises:</b>	N/A
<b>Internal Contacts:</b>	Environmental Health Officers Parks Department Works Department All staff as required
<b>External Contacts:</b>	Ratepayers Members of the Public Contractors/Suppliers
<b>Performance Review:</b>	Probation period – first three months of employment Performance Appraisal conducted annually