

Community Cleanup Crew

Classification:	Level 3.1
Agreement:	The Shire of Broome Outside Staff Enterprise Agreement
Department:	Parks and Gardens
Directorate:	Infrastructure
Location:	Depot
Date reviewed:	June 2024
Approved by:	Director Infrastructure

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 Purposes and Objectives

To ensure the town and surrounding environment is clean, tidy and welcoming to both the residents and visitors to Broome.

Carry out maintenance, repairs and cleaning duties on the Shire assets in a productive and timely manner.

Position Key Responsibilities and Duties

Facilities Appearance

- Empty public place refuse and recycling bins
- Pick up litter throughout the Broome townsite, including, suburban streets, foreshores, parks and other areas as designated.
- Cleaning of Shire assets including park furniture, structures, playgrounds, paths and other assets when required

Cleanup

- To ensure all Shire facilities are clean and free of graffiti

Maintenance

- Maintenance of public place bins, enclosures and stands
- Minor maintenance and painting of Shire assets and public art
- Pressure cleaning of structures, footpaths and paved areas as required
- Maintenance cleaning and sealing of exposed aggregate footpaths

Teamwork

- 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
- Traffic Management duties where required

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 Streetscapes Supervisor when deemed necessary

Organisational Responsibilities

Human Resource Management

- When required relieve positions within the department during periods of absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.
- Available to work a seven day week alternate roster

Workplace Health & Safety (WHS)

- 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
- Seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately to Team leader / supervisor
- Participate in incident investigations if requested

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.
- To undertake special projects within skill base and qualifications when required.

Organisational Relationship/Context

Reports to:	Team Leader - Community Clean up Crew
Supervises:	N/A
Internal Contacts:	Parks Department Operations Department Depot staff Environmental Health Officers and Ranger Services
Hours of work:	Operations, Sanitary and Cleaning employee Ordinary hours of duty are 40 hours per week, not worked on more than five days of the week from Monday to Sunday and worked between 6:00am and 5:00pm
External Contacts:	Members of the Public Ratepayers Contractors /Suppliers
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually

Key Selection Criteria

Essential:

- Good communication and interpersonal skills
- Able to work effectively as part of a team
- Be able to read simple instructions and write up simple diary statements
- Good handyperson skills and physical fitness
- A demonstrated understanding of the principles of equal employment opportunity and occupational health and safety
- Current unrestricted MR class national drivers' licence
- White Card (Basic Construction Industry Induction)
- Knowledge of basic maintenance procedures, painting, fixing, cleaning
- Good work ethic and be able to work a seven day alternating roster.

Desirable:

- Experience working in the construction or parks and gardens industry and working in tropical environment.
- Knowledge of Broome townsite
- Current First Aid Certificate
- Basic Traffic Management
- Chemical handling certificate
- Knowledge of basic maintenance procedures, painting, fixing, pressure washing etc.

Please note: it is a requirement of all Shire roles that the successful applicant is able to provide a National Police Clearance valid within three months, as well as submit to a drug and alcohol test as part of pre-employment screening.