

POSITION DESCRIPTION

Litter & Graffiti Removal Team Member

Position number		EV28
Directorate		Community Assets and Infrastructure
Service unit		Environment and Waste
Classification		Band 3 (Moorabool Shire Council Enterprise Agreement No 10, 2023)
Organisational relationships	Reports to	Coordinator Sustainable Environment
	Directly supervises	Not applicable
	Internal relationships	All staff
	External relationships	<i>Public Contractor, Community Groups and Stakeholders</i>
Probation period		6 months (applies to all new employees)
Approved by (position title)		General Manager Community Assets and Infrastructure
Date		January 2025
Position purpose		<p>Timely removal of litter and graffiti from public areas, helping to improve the aesthetic and environmental quality of the community.</p> <p>Support Council's commitment to creating welcoming public spaces free of waste, that are clean and safe.</p> <p>Promote sustainable waste management practices, as well as ensuring compliance with local laws and regulations related to waste disposal.</p>

Key responsibilities and duties

Customer service

- Maintain Council facilities to a high visual standard including the removal of illegal dumping, litter, graffiti and other general cleaning duties
- Collection of litter/rubbish on Council roadsides, parks and reserves
- Work alongside other council teams for effective waste management, graffiti removal, and enforcement of local laws.
- Address waste service-related issues by coordinating with Council's Waste Management Team

- Operate and maintain allocated tools and equipment safely ensuring maintenance and repairs are conducted in a timely and coordinated manner
- Ensure the security of all materials and equipment within the relevant service area of responsibility and report any incidents to the supervisor
- Ensure all work is carried out in accordance with Council policies and procedures and adhering to Occupational Health and Safety requirements
- Operate high pressure cleaning equipment and application of chemicals in the graffiti removal process as per the Material Safety Data Sheets (MSDS)
- Undertake any training as identified to be relevant to the position description as directed by the supervisor
- Promote anti-littering and anti-graffiti initiatives, providing education on waste management and community responsibility.

Documentation

- Proactively sight and record jobs within Council system of work completed each day, including areas cleaned, graffiti removed, and any special tasks performed.
- Assist in preparing regular reports summarizing work completed, including data on cleaned areas, graffiti removal, and any other relevant tasks.
- Participate in periodic reviews of logs and reports to ensure completeness and accuracy of records.
- Document any incidents, such as safety concerns, vandalism, or difficult conditions encountered during work.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.

- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence 	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	Always

Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	Occasionally
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management 	Always
Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	Often
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	Often
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development •Inspirational 	Often

Classification definitions

Accountability and extent of authority	<ul style="list-style-type: none"> • Performance of work under general supervision. • Ability to positively interact with the public or other employees which involves explanations of specific procedures and practices. • Accountable for the quality, quantity and timeliness of their own work in so far as available resources permit, and for the care of assets entrusted to them. • Accountable to the supervisor for the efficient and effective operations of daily assigned tasks • Observing on-site work practices • Accountable for the safe operation of vehicle/equipment and safe performance of all duties and adherence to appropriate procedures • Maintain a high level of professional ethics, service delivery focus and perform the responsibilities to achieve Council goals and priorities
Judgement and decision making	<ul style="list-style-type: none"> • Ability to apply positive personal judgement to tasks. • Ability to operate specialised machinery in removal of graffiti and procedures are well understood and clearly documented. • Particular tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes.

	<ul style="list-style-type: none"> • Ability to work well with limited supervision, and on occasions without supervision. • Advice is always available via phone if not on site. • Ability to work well in a team environment. • Required to make decisions in relation to routine matters. • Ability to perform tasks which will involve a range of techniques, systems, methods or processes to complete the required tasks. • Acting in a professional manner in all dealings with staff and all external relationships.
<p>Specialist skills and knowledge</p>	<ul style="list-style-type: none"> • Proficiency in the operation of complex equipment or knowledge of the use of plant which requires the exercise of judgement or adaption. • Understanding and application of quality control techniques; • Performance of trades and non-trade tasks incidental to the work; • Sound knowledge and experience in graffiti removal techniques using a high-pressure cleaners, paint and chemical removers • Ability to perform various physical tasks including heavy lifting • Knowledge and commitment to Occupational Health and Safety principles
<p>Management skills</p>	<ul style="list-style-type: none"> • Ability to effectively and efficiently carry out daily assigned works, taking into consideration all relevant planning and organisational requirements to ensure tasks are completed • Commitment to providing quality service whilst achieving best value outcomes
<p>Interpersonal skills</p>	<ul style="list-style-type: none"> • Well-developed communication skills in a team environment. • Ability to communicate, in a polite and courteous manner with customers and members of the public and in the resolution of minor problems. • Ability to work as part of a team and cooperate with other staff • Strong safety, environment and quality focus

Qualifications, skills and experience

Qualifications

- Trade Certificate or Equivalent
 - (i) Completion of TAFE accredited/industry based training courses; OR knowledge and skills gained through on-the-job training

Skills and experience

- Demonstrated ability to undertake graffiti removal using various measure
- General labouring experience or capable of carrying out labouring duties including manual handling
- Demonstrated understanding of Occupational Health and Safety procedures and practices
- Strong focus on developing and delivering high standard customer service in a timely manner
- Competent word processing and database skills
- Proven strong analytical capabilities
- Established stakeholder engagement skills
- Ability to work collaboratively with a range of internal and external customers

Licences and registrations

- A current Victorian Drivers licence is required as travel around the Shire may be needed and access to public transport is extremely limited.

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg	✓			
Manual handling – above 5 kg below 10 kg	✓			
Working with arms above head	✓			
Manual handling – lifting above shoulder	✓			
Repetitive bending/twisting	✓			
Using vibrating / powered hand tools			✓	
Close inspection work		✓		
Working in dusty / slippery / wet conditions		✓		
Wearing safety shoes/boots (steel cap)	✓			
Wearing hearing / eye protection			✓	
Using chemicals			✓	
Repetitive hand washing / cleaning	✓			
Working at heights			✓	
Working in confined spaces				✓
Working in heat (over 35 C)			✓	
Working in cold (under 5 C)			✓	
Driving vehicles	✓			
Operating plant				✓
Using a keyboard			✓	
Writing by hand			✓	
Transcribing from hard copy			✓	
Audio transcription			✓	
Handling difficult customers onsite			✓	
Handling difficult customers offsite			✓	
Making decisions that impact on other employees (disciplinary / restructure / investigation)			✓	

Other _____

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.