

# POSITION DESCRIPTION

## CLEANSING SERVICES OFFICER - WASTE

### POSITION DETAILS

|                                |   |
|--------------------------------|---|
| Date of Position Description   | May 2025  |
| Position Title                 | Cleansing Services Officer – Waste  |
| Position Grade                 | 3   |
| Directorate   Business Unit    | City Assets & Operations   Waste & Cleansing  |
| Reports to                     | Supervisor Community Recycling Centre   |
| Physical Requirements Category | Category 2- Field Role with considerable Physical Requirements  |
| Job Location                   | 89 Fennell Street, Parramatta<br>(Council retains the right to alter locations should the operational need arise) |

### POSITION OVERVIEW

This position is responsible for providing self-managed cleansing services that ensures the public areas in Parramatta's LGA is maintained and improved to enhance the cleanliness and appearance of the city, and to promote Parramatta as Australia's next Global city.

### KEY RESPONSIBILITIES

#### Role Specific

- Undertake planning & goal setting with the supervisor to ensure a program of works are completed effectively and meets the approved service standard.
- Display an awareness of costs and ensure operations are undertaken efficiently with minimal waste.
- Undertake inspections of public areas in Parramatta's LGA and Council assets to ensure that Council's exposure to liability is minimised.
- Make decisions and implement work practices in line with acceptable practices of the waste and cleansing industry.
- Undertake a variety of tasks required for the successful completion of the functions of the Waste and Cleansing business unit to ensure the long-term management, condition and usability of assets and facilities under the care of the team.
- Adapt to changing priorities and undertake other tasks as directed, to assist other teams and operational areas particularly in wet weather or other emergencies to meet community needs.
- Carry out an agreed program of works to ensure the timely and effective completion of all objectives.
- Provide feedback and input on improvements in operating procedures, programs and work schedules, including upgrading or improvements to plant, equipment, materials and tools used by the team or unit.
- Ensure correct completion of all necessary administrative functions (electronic or paper based) associated with the department.
- Have a sound knowledge of Councils software and technology.
- Complying with any reasonable instructions, policies and procedures of Council.

#### Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

#### KNOWLEDGE

##### Qualifications

- Hold a current NSW Driver's Licence (Class C, Class MR desirable).
- Possession of a current Traffic Control ticket (TCR and IMP), or the ability and willingness to obtain prior to confirmation of employment
- Possession of a construction industry certificate "White Card".
- Chemical application Chem Use AQF3, or the ability and willingness to obtain prior to confirmation of employment

##### Experience

- Relevant experience in a similar operational role.

##### Skills

- The capacity to undertake the physical requirements of the role.