



Position Description

POSITION DETAILS	
Date of PD	May 2022
Position Title	Team Leader, Cleansing
Position Grade	4
Directorate Business Unit	City Assets & Operations Waste & Cleansing
Reports to	Supervisor Cleansing
Physical Requirements Category	Category 2- Field Role with considerable Physical Requirements

POSITION OVERVIEW
<p>This role leads field based operational employees and contractors to deliver cleansing services that ensures Parramatta's public domain is maintained and improved to enhance the cleanliness and appearance of the city, and to promote Parramatta as Australia's next great city.</p> <p>KEY RESPONSIBILITIES</p> <p>Leadership (core)</p> <ul style="list-style-type: none"> • Lead the team by overseeing all activities, plan, organise and decide how to accomplish tasks, set goals, communicate and distribute information within the team. • Appropriately match team members to their current competency level and in consultation with the supervisor effectively developed for future roles. • Mentor new starters and others within the team and undertake on-the-job training for the team • Undertake the day to day management of staff and their assigned tasks • Undertake planning, goal setting, task & resource allocation for the team, to ensure a program of works are completed effectively and meets the approved service standard. • Display an awareness of costs and ensure that the teams operations are undertaken efficiently with minimal waste. • Ensure correct completion of all necessary administrative functions (electronic or paper based) associated with the department such as attendance, leave, job sheets. • Ensure a safe workplace for their team and all works undertaken by; <ul style="list-style-type: none"> • Taking reasonable care for your own health and safety and the health and safety of others • Complying with any reasonable instructions, policies and procedures of Council. <p>Operational (core)</p> <ul style="list-style-type: none"> • Undertake inspections of the public domain and 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 Cleansing Services Team 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.
- Have a sound knowledge of Councils software and technology as it applies to this position (Worx online (IPad)) and troubleshooting capabilities.

Corporate (core)

- Ensure EEO, the principles for a culturally diverse society, and Council's policies, procedures and Code of Conduct are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Contribute to Council's sustainability objectives by reducing waste and litter, minimising consumption of fuel, energy and water while delivering services. Identify and report areas for potential improvement.

Knowledge

Qualifications (Level)

- Hold a current NSW Driver's Licence (Class C, Class MR desirable).
- Medium Ridged (MR) license when required to be Team Leader for truck with single axle.
- Possession of a current Traffic Control ticket (TCR and IMP), or the ability and willingness to obtain.
- Possession of a construction industry certificate "White Card".
- Chemical application Chem Use AQF3
- Asbestos Awareness

Experience

- Relevant experience leading a team in an operational work environment
- Relevant experience in a similar role.

Skills

- The capacity to undertake the physical requirements of the role and area of specialisation