

**MARIBYRNONG CITY COUNCIL**



# **POSITION DESCRIPTION**

## **MULTI-SKILLED CLEANSING TEAM MEMBER**

**Date Created: August 2012**

**POSITION:** Multi-Skilled Cleansing Team Member

**BRANCH:** Infrastructure and Engineering

**SECTION:** Waste and Cleansing

**DEPARTMENT:** Operations and Maintenance

**LOCATION:** Operations Centre, 95 Sunshine Road, West Footscray

**ORGANISATIONAL RELATIONSHIPS**

**Reports to:** Team Leader Cleansing Services

**Supervises:** Nil

**Internal Liaisons:** Operations Centre Staff and Customer Services Staff

**External Liaisons:** Residents, Members of the Public, Contractors and Government Authorities.

**AWARD CLASSIFICATION:** Cleansing Team – Appendix 6 Maribyrnong City Council's Enterprise Agreement (Driver/Operator Multi-Skilled)

**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council's Enterprise Agreement, there are policies and procedures that apply to your employment. These policies and procedures are formulated by the Council for the efficient and fair administration of employment and other business matters. You must diligently comply with its policies and procedures as amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on the Council.

**HOURS OF DUTY:** The hours of duty shall be 76 hours over a 9 day fortnight between the hours of 6.00am to 6.00pm, Monday to Friday.

The ordinary hours of work will be generally Monday to Friday, 7.00am start and 4.12pm finish, with 45 minutes for lunch. This may be altered due to seasonal requirements.

**POSITION STATUS:** Permanent Full time

**CORPORATE CULTURE:**

Staff at Maribyrnong City Council will be guided in their behaviour and conduct in the delivery of its services by the values listed below:

## **Respect**

This includes the promotion of: inclusiveness, empathy, communication, good will.

## **Integrity**

This includes the promotion of: honesty, loyalty, ethical behaviour, trustworthiness.

## **Courage**

This includes the promotion of: innovation, considered risk, creativity, problem solving, initiative accountability, responsibility.

## **PRIMARY OBJECTIVES OF POSITION:**

To undertake Cleansing related activities involving in accordance with relevant schedules and direction.

To effectively perform tasks adhering to team protocols.

To undertake various other duties as directed within the Cleansing Maintenance operations.

To understand and comply with systems, procedures and policies related to Cleansing Maintenance operations.

## **DUTIES AND RESPONSIBILITIES**

Responsible for safely and competently performing the sweeper operation functions in accordance with relevant Acts, Regulations, Council policies and procedures, industry standards.

Operation of Mechanical Sweeping equipment.

Operation of plant and equipment associated with Cleansing activities.

Ensure daily pre-operation and routine maintenance of equipment is carried out.

The application of herbicide is a safe and responsible manner in accordance with relevant standards.

Responding to customer request for service.

Collection of litter and debris including sharps and syringes as required.

The completion of documents, records and worksheets associated with cleansing task performed.

Carry out works in accordance with approved procedures.

Attending scheduled team meetings and relevant training.

Ensuring that plant and equipment is kept in a clean in and tidy condition.

Undertake manual cleaning activities as required. Comply with relevant Acts, Regulations, Council policies and procedures relating to Occupational Health and Safety.

After hours response to emergency call outs.

Physically active and able to carry out manual tasks.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

## **Organisational Responsibilities:**

Adherence to the Victorian Occupational Health and Safety Act 2004, Council's Occupational Health and Safety Policy and Councils Contractor Health and safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.

It is important that employees consider their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.

Be familiar with Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.

Practice and promote Council's Equal Opportunity, Harassment and Bullying principles by treating fellow staff and our customers fairly and equitably and without discrimination, harassment or bullying.

Promote a positive image of the council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

Adopt a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss.

Ensure tasks are carried out in accordance with Council's OHS policies, procedures, guidelines and standards.

Accountable for ensuring that works are carried out in accordance with agreed programs, quality and other approved standards, codes of practice and regulations.

Accountable for accurately recording daily tasks on weekly worksheets.

The effective communication with residents and members of the public in the provision of works and services undertaken.

Ensure that all plant and equipment used is operated in accordance with policies, procedures and guidelines and is well maintained, cleaned and any defects are reported to the Fleet Maintenance section.

Accountable for practicing and promoting Council's Equal Opportunity, Harassment, Discrimination and Bullying principles by treating others fairly and equitably.

The incumbent has the authority to structure/complete works/tasks assigned at their discretion based on priority and instructions provided by the Team Leader Cleansing.

### **JUDGEMENT AND DECISION MAKING**

Judgement and decision making is required to determine the most suitable techniques, equipment and methods to be undertaken in relation to the provision of cleansing services. Practices, techniques and methods are to be in accordance with industry standards, codes of practices and workplace policies and procedures.

Ability to make decisions on material quantities required, and equipment selection for works and services undertaken.

Under limited supervision the incumbent is required to exercise judgement in the manner in which works and services are undertaken within area of influence, with set reporting structures.

Provide recommendations to the Team Leader Cleansing in regard to work practices and other matters pertaining to the works being carried out by the Team.

Judgement is required when providing cleansing information, guidance and advice to internal and external customers.

Guidance and advice will always be available from the Team Leader Cleansing.

## **SPECIALIST SKILLS AND KNOWLEDGE**

Knowledge and understanding of the principles, practices and techniques of Cleansing Maintenance activities, and the relevant Codes of Practice and industry standards.

Knowledge of traffic control and road works signing requirements.

Be conversant with the legal implications of a course of action taken, especially in regard to Public Liability and Occupational Health & Safety.

Understanding of and ability to safely and competently operate general plant and equipment.

Thorough knowledge of Worksite Traffic Management code of practice and its application.

Knowledge and qualifications associated with working near overhead and underground services.

Ability to undertake safety checks and general maintenance on plant and equipment.

Basic computer skills to enable access to the customer service request system.

## **MANAGEMENT SKILLS**

Ability to plan and organise one's own work to complete assigned tasks.

Ability to work under minimal supervision.

Conflict resolution and problem solving skills to resolve minor problems with the ability to escalate higher level problems when appropriate.

## **INTERPERSONAL SKILLS**

Ability to gain co-operation and assistance from staff, residents and members of the public in the performance of works.

Ability to communicate effectively both in oral and written form including correct preparation of weekly worksheets in regards to works and services undertaken by the Unit.

Ability to discuss and resolve problems that relate to works carried out by the Unit.

Ability to work in a team environment.

## **QUALIFICATIONS AND EXPERIENCE**

Driver's licence and heavy truck licence essential.

Experience in the safe operation of plant and machinery related to cleansing (street sweepers etc).

Experience performing the function of a Sweeper Operator.

Experience in weed control application.

Experience in undertaking safety checks and general maintenance on plant and equipment.

Physically mobile and able to carry out manual tasks.

## **KEY SELECTION CRITERIA**

Experience performing the function of a Sweeper Operator.

Driver's licence and heavy rigid truck licence essential.

Experience in the safe operation of plant and machinery related to cleansing (street sweepers etc).

Experience in weed control application.

Experience in undertaking safety checks and general maintenance on plant and equipment.

Physically and mentally fit to undertake duties as outlined in this position description. The position requires the incumbent to complete a pre-employment medical check.

Knowledge and understanding of the principles, practices and techniques of Cleansing Maintenance activities, and the relevant Codes of Practice and industry standards.

Ability to work cooperatively with team members, under minimal supervision.

Conflict resolution and problem solving skills to resolve minor problems.

Good communication, customer services and time management skills.

---

The following signatures are required to indicate understanding, agreement and approval of the position description.

Agreed: .....Staff Member

Approved: .....Manager

Date: .....

## **ABOUT MARIBYRNONG CITY COUNCIL**

Maribyrnong is an Aboriginal word meaning, 'I hear a ring tail possum'. The original inhabitants, the Marin-balluk tribe, hunted and fished along the banks of the Maribyrnong River.

### **OUR VISION:**

A diverse, vibrant, and proud city focused on people-based places, environmentally sustainable practices and opportunities to enhance community health and wellbeing through education, responsive services and participation in community life.

### **OUR PRINCIPLES AND VALUES:**

Council's most important role is to govern for everyone. Therefore, Council will provide local leadership and govern based on a set of guiding principles and values that are at the core of all our activities.

#### **Active Engagement and Inclusion**

Council will actively engage and encourage diverse local communities and individuals to participate in the life, activities and decision making in the City.

#### **Advocacy**

Council will strive to bring the needs, strengths and opportunities of our diverse community to the attention of government, business and other organisations, to have them acted upon in the interests of the community.

#### **Equality**

Everyone will be treated equally and awarded every human right and responsibility.

#### **Equity and Accessibility**

Council will work to make the City a fair place by addressing people's restrictions or barriers to accessing to services, opportunities and resources.

#### **Partnership**

Council will seek to strengthen the trust and confidence of our community partners. We will work closely with groups, organisations and communities to achieve a shared vision.

#### **Public Service**

Council takes its obligations of working for the community seriously. Council will strive to ensure all activities are planned, designed and implemented in the public interest by balancing and responding to changing needs, strengths and opportunities in a manner that is sustainable.

#### **Respect**

Council will be respectful and treat with dignity all people, ideas, beliefs and lifestyles.

#### **Transparency and Accountability**

Council will ensure all its processes, decisions and actions are carried out in an honest and transparent manner, and are open to regular public monitoring and scrutiny.

### **STRATEGIC OBJECTIVES:**

#### **Building community spirit, engagement and places**

We will build community spirit through the provision of quality facilities, responsive services and people based places with a focus on proactive engagement and community participation in civic life.

#### **Prosperity**

We will facilitate and advocate for better access to education, housing, health, employment and cultural services for all residents so they have every opportunity to reach their full potential.

## **Moving around the city**

We will plan, implement, manage and advocate for transport and parking systems for the City that enable people to get around and arrive safely at their destination, with a positive impact on community wellbeing and the environment.

## **Amenity**

We will create a well planned City and improve its amenity by creating streets and spaces, neighbourhoods and public places that are safe, sustainable, well used and the pride of the community

## **Environmental sustainability**

We value our precious environmental resources. In partnership with our community we will lead, trial and promote sustainable practice.

## **Organisational performance**

We will develop an organisation that is valued and trusted and facilitate its growth and development to ensure Council is continually positioned to respond to the challenges of providing a best practice service to our diverse community.

## **THE MUNICIPALITY:**

The City of Maribyrnong is an inner-western municipality of approximately 31 square kilometers in area. It comprises of the suburbs of Footscray, Kingsville, Seddon, West Footscray, Maidstone, Tottenham, Yarraville, Braybrook and Maribyrnong. The City of Maribyrnong was created on 15 December 1994 as a part of the government amalgamation process when the City of Footscray was merged with part of the City of Sunshine.

The municipality itself is a dynamic gateway to the Western Region with its close proximity to ports, rail freight terminals, airports and major highways. It provides easy access to all the benefits of Melbourne such as the Docklands and an extensive public transport system.

The City of Maribyrnong is a place of diversity, opportunities and challenges. The level and type of development that has occurred over the last ten years, and likely to continue for the next ten to twenty years, is unique to inner Melbourne. For the first time in ten years we have witnessed population increase, and in the next twenty or so years we are expected to welcome an additional 16,000 people into our city.

Many of our former industrial sites have been replaced by residential developments. This change has contributed to a reduced number of local jobs and our unemployment has increased.

Our community is changing. The new residents moving into our City are generally wealthier, more educated and high income earners. We also continue to attract new cultural groups. People are attracted to our City due to its close proximity to Melbourne CBD, period homes, public transport system, cultural diversity, amenity and natural environment, such as the Maribyrnong River.

Gentrification and associated increasing land values have also changed the viability of some industrial areas. This change is creating a greater 'wealth gap' as we also have many of our residents living in poverty (unemployed, low education, low income, unskilled, living in public housing, low level of health, etc). We have growing inequality, and this may continue due to global factors such as the economic downturn, climate change, trade globalisation and technological advancements.

## **Community Snapshot**

- Our current population is estimated at 71,635 persons (ABS estimate, June 2011)
- 68.8% of all our residents were aged 20-64 (8% above Melbourne average);
- 51% of population speak another language (largest languages include:-Vietnamese, Cantonese, Greek, Mandarin and Italian);
- Our Indian born population increased by 7% and Chinese born by 28% in the last five years;
- 10% of our population have very low English proficiency;



- Maribyrnong is 3rd on SEIFA index of disadvantages (after Dandenong and Brimbank);
- We continue to have high unemployment rate at 8.6% (Melbourne average 5.4%);
- We have 28,246 employed residents - 18% work and live in City of Maribyrnong ;
- 20.7% of households have no internet connection;
- We have a large proportion (27.3%) of lone persons households,
- The median families income (2 parent family) is \$1,874 per week.
- We have a high rental market – 40.8% of all households are renting (both public and private).

## **CONDITIONS OF EMPLOYMENT AT MARIBYRNONG CITY COUNCIL**

### **AWARDS & INDUSTRIAL AGREEMENTS:**

Employment conditions for all employees are in accordance with the relevant award, Council's Enterprise Agreement, contract of employment and Council policies and procedures. Currently the Awards and legislation pertaining to Maribyrnong City Council (MCC) employees are:

- Victorian Local Authorities Award 2001
- Nurses (ANF Victorian Local Government) Award 2002
- Local Government Act

Council's current Enterprise Agreement is the Maribyrnong City Council Enterprise Agreement 2010.

### **POLICIES & PROCEDURES:**

All Council employees are required to undertake his/her employment in accordance with relevant Award / legislation, Council policies and procedures. Each employee is responsible for ensuring they are familiar with and keep up to date with Council's policies and procedures. These policies and procedures will be provided to you during your initial induction and can be located on Council's Intranet, or can be accessed by contacting the Organisational Development Section.

### **CODE OF CONDUCT:**

It is a basic principle of Council that the services provided to the community are to be conducted legally, ethically and be of the highest standards of integrity and propriety. The Code of Conduct applies to every employee within Council, regardless of the position held and the workplace location.

In addition to the above and other recognised professional ethics, Council requires the appointee of this position to adhere to the following principles:

- The incumbent of this position is expected to commit to the vision and values in the Corporate Plan, and shall devote the whole of his/her time, as prescribed in the Award to the business of Council
- Any actual or perceived conflict of interest must be disclosed to the Chief Executive Officer prior to business dealings or immediately as the conflict becomes apparent. The person appointed to this position shall not at any time during their period of employment with Council be engaged, employed by or have a financial interest in any other company, partnership or other entity which:-
  - is involved in any project, assignment or development within the municipal district of the Council; or
  - has submitted a tender or proposal for any project, assignment or development within the municipal district of the Council for which the employee may as an employee of the Council have special knowledge or which may lead to a conflict between the employee's personal interests and those of the Council, unless the Chief Executive Officer has given her consent in writing.
- Employees shall not deliberately misuse or damage Council property in their possession, and shall not misuse Council assets, intellectual property or the services of other Council

employees (including contractors) for their personal gain or with intent to cause detriment to the Council.

- Employees shall not use for his/her personal gain or knowledge nor disclose any confidential information that may be acquired as a result of special opportunities arising out of his/her employment by the Council.
- Information obtained through employment with Council is confidential and therefore cannot be discussed with outside individuals or organisations, without Council's consent. The confidentiality of Council information remains binding even following completion of service with MCC.
- Employees provided with Council vehicles are expected, at all times, to use them in a manner which does not reflect adversely upon the Council. Council vehicles must not be used outside of Council policy guidelines.
- It is an expectation that Council staff will present themselves for work in clean and tidy clothing that appropriately reflects the particular area of work and the professionalism of the organisation as a service industry (and if required wear a Council provided uniform).

### **ALCOHOL & DRUGS:**

Employees shall not arrive for work under the influence of alcohol or illegal drugs. Whilst on Council duty employees shall not consume alcohol and/or drugs. Consumption of alcohol on Council premises is not permitted, unless authorised by the Chief Executive Officer or a General Manager for a specific social function. If you take legal prescription drugs which can affect performance or judgement and are required to use plant, equipment or a vehicle, you must notify your supervisor immediately.

### **SMOKING:**

Council's "No Smoking Policy" prohibits smoking in any workplace (building or vehicle) at any time. This includes social functions and when working outside normal working hours.

### **PERFORMANCE REVIEW, PLANNING AND DEVELOPMENT SYSTEM**

The management of individual employee's performance and development is pivotal to the achievement of Council's goals and the individual's ability to enhance their level of competence. It is through involvement in the Council's Performance Planning, Development and Review System that the organisation will be able to recognise and reward good performance and provide development mechanisms to assist the individual employee to gain competence in their current role while preparing them for their next career step.

On an annual basis the Manager/Coordinator/Team Leader will meet with the employee in a one-on-one environment to participate in the performance review, planning and development system. The system comprises of five parts:

- Employee feedback
- Performance review
- Planning for the year ahead
- Skill/s development
- Review of salary grading based on Council's adopted remuneration management system.

### **MINIMUM EMPLOYMENT (PROBATIONARY) PERIOD:**

All temporary and permanent employees are required to complete a six month minimum (probationary) period at the beginning of employment. The minimum employment period provides an opportunity to confirm the new employee's suitability for the position and for the employee to closely assess the work environment and the organisation. The criteria for the successful completion of the minimum employment period will include but not be limited to:

- Performance on the job
- Attendance
- Completion of Council's induction process

#### **LEAVE ENTITLEMENTS:**

Full time Council employees' are entitled to four weeks annual leave per annum and new employees are entitled to four weeks annual leave after 12 months continuous service is completed in accordance with the Victorian Local Authorities Award 2001 and Council's Enterprise Agreement. Annual leave entitlements are provided on a pro-rata basis for part time employees and are not an entitlement to employees where leave loading is paid.

Employees are entitled to 16 days sick leave per annum (pro rata for part time employees). Employees can transfer a maximum of 20 days sick leave between Local Government organisations in accordance with the Victorian Local Authorities Award 2001.

Employees are also entitled to thirteen weeks of long service leave after ten years continuous service (pro rata for part time) and can be transferred between Victorian Local Government organisations in accordance with the Long Service Leave Regulations 2001.

#### **SUPERANNUATION:**

Council will make superannuation contributions on behalf of each employee in accordance with the prevailing statutory requirements. This is currently 9% (9.25% for Defined Benefit employees) of an employee's average weekly ordinary earnings.

All employer superannuation contributions and employee contributions such as those made under salary sacrifice arrangements, voluntary contributions or compulsory Defined Benefit contributions (currently 6%) will be made by the employer or employee to a fund chosen by the employee and agreed to by the Council, which is a complying superannuation fund under the Superannuation Industry (Supervision) Act 1993. Provided that a chosen and agreed to fund is able to accept superannuation contributions through electronic funds transfer.

#### **WELLBEING PROGRAM:**

Council conducts a range of programs and develop initiatives through a staff consultative process which will seek to achieve the foregoing objectives:

- To promote a culture that places a high value on physical health and emotional wellbeing in the workplace.
- To encourage the establishment of education, training, support and access to information on health issues for employees.
- To monitor the effectiveness of health and wellbeing policies, programs and practices, and promote improvements.

#### **TRAINING & DEVELOPMENT:**

Staff training and development has an important role in improving the effectiveness and efficiency of the delivery of Council services and in enhancing the career opportunities and job satisfaction of staff.

Training and development will focus on the continuous upgrading of technical, conceptual and professional skills and identified core competencies of the Council, such as, but not limited to:

- project management
- communication/interpersonal skills
- computer literacy
- problem solving/decision making
- customer service
- financial management

## STUDY LEAVE:

Council is committed to developing a culture, which provides and supports learning and development to employees. MCC's commitment to staff development is displayed through both the provision of training, and assistance with participation in work-related formal education courses in the form of study leave and/or reimbursement of fees for its employees.

To assist employees with career development, Council will provide those staff studying, a reimbursement of \$500 per semester and a maximum of \$1,000.00 per year. The Study Assistance policy outlines the eligibility requirements for study leave and reimbursement.

## APPLICATIONS:

It is important to prepare a thorough application as it will be used to ascertain whether or not you are successful in gaining an interview. All applicants are requested to include the following information in their application:

- **Covering letter** - which states the position the applicant has applied for and addresses the key selection criteria, as outlined in this position description.
- **Personal information** – including your home address; a postal address for correspondence (if different to your home address); business and home contact telephone numbers; and current details of employment
- **Resume** including:
  - Education and training - a chronological list of your academic qualifications and training courses which are relevant to the position for which you are applying. Please include an authorised copy of your qualifications with your application (the original copy may be requested for viewing at Interview Stage); and
  - Work Experience - identify positions you have held from the present to the past, listing briefly the duties and achievements of each. Give greater detail on the more recent and current positions and highlight those details relevant to the position for which you are applying.
  - **Referees** - at least two professional referees should be nominated, together with details of their current positions and phone number. No contact will be made with these referees without prior approval from the applicant.

Privacy – applicants who provide personal information (such as names and contact details) of referees, either in their application or at a later time, must advise those people that their personal information will be supplied to MCC. Applicants must ensure that each listed referee agrees to the application providing such information to MCC.

Applications for this position close Sunday 16 September 2012.

Applications addressing the key selection criteria should be addressed to:

Sandra Perry  
HR Recruitment and Project Officer  
P.O. Box 58  
Footscray Vic 3011

Fax: (03) 9687 7793

Emailed: [hr@maribyrnong.vic.gov.au](mailto:hr@maribyrnong.vic.gov.au)

*Please note: Electronic resumes will only be accepted in Microsoft Word or Adobe Acrobat format.*

## **PRIVACY OF PERSONAL INFORMATION:**

Council is committed to full compliance with its obligations under the Information Privacy Act 2000. Your personal information you have provided to Council is used for recruitment and selection processes to assess your application for employment, and if your application is successful, it will be kept on your personnel file. The personal information will be used solely by Council for employment and or directly related purposes. In applying for this position, you are giving your consent for MCC to use this information. Council may disclose this information to other organisations if required by legislation or Council policy, and relevant parts of the information may be disclosed to organisations or persons you have identified as current or former employers, referees or others who may be able to assist Council in assessing your application.

The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Maribyrnong City Council acknowledges the National Privacy Principles and in accordance with these principles your personal information is destroyed once it is no longer required by the Council. Requests for access and or correction should be made to Council's Privacy Officer.

## **INTERVIEW:**

As an applicant, you will be regarded as being available for interview from the closing date. Applicants will be given a reasonable amount of notice to attend an interview. If you know you will be unavailable in the month following the closing date, you should advise of your expected absence in your application.

## **EVIDENCE OF QUALIFICATIONS:**

Applicants maybe required to supply the Recruiting Officer with the original copy of their formal qualification during the interview process. A copy of this qualification shall be made and filed in the Organisational Development Section prior to appointment. (Qualifications include licenses and endorsements).

## **ELIGIBILITY TO WORK IN AUSTRALIA:**

Applicants maybe required to provide proof that they are eligible to work in Australia. You are eligible to work in Australia if you are;

- an Australian citizen
- an Australian permanent resident
- a New Zealand citizen who entered Australia on a valid New Zealand passport, or
- a non-citizen holding a valid visa with work rights.

## **PRE-EMPLOYMENT MEDICAL:**

As part of MCC's selection process applicants may be required to undertake a pre-employment medical examination (at Council's expense). This examination will be with Council's recommended General Practitioner to determine the applicant's ability to carry out the inherent requirements of the position. If you are required to undergo a pre-employment medical, you will be notified during the recruitment process (this requirement will also be outlined in the key selection criteria).

## **POLICE CHECK:**

As part of the selection process, some positions also require prospective employees to undergo a Police Check prior to commencement in the position. If the position you are applying for requires a police check (at Council's expense) applicants will be notified during the recruitment process (this requirement will also be outlined in the key selection criteria).

## **WORKING WITH CHILDREN CHECK**

As part of the selection process, some positions may require a Working with Children's Check. If the position you are applying for requires a Working with Children's Check, applicants will be notified during the recruitment process (this requirement will also be outlined in the key selection criteria).

**COMMENCEMENT OF DUTIES:**

During the interview process applicants must inform the Recruiting Officer the period of notice required to be given to the present employer, if he/she was to be successful in obtaining the position.

**CANVASSING OF COUNCILLORS**

Applicants must not approach or request any other person to approach any Maribyrnong Councillor to solicit support for their application or otherwise seek to influence the outcome of the appointment process. Any applicant who engages in such prohibited conduct may not be considered by the Council.

**ENQUIRIES:**

Telephone enquires about the position can be made to Leon Berry, Manager Operations and Maintenance on (03) 9032 4049.

