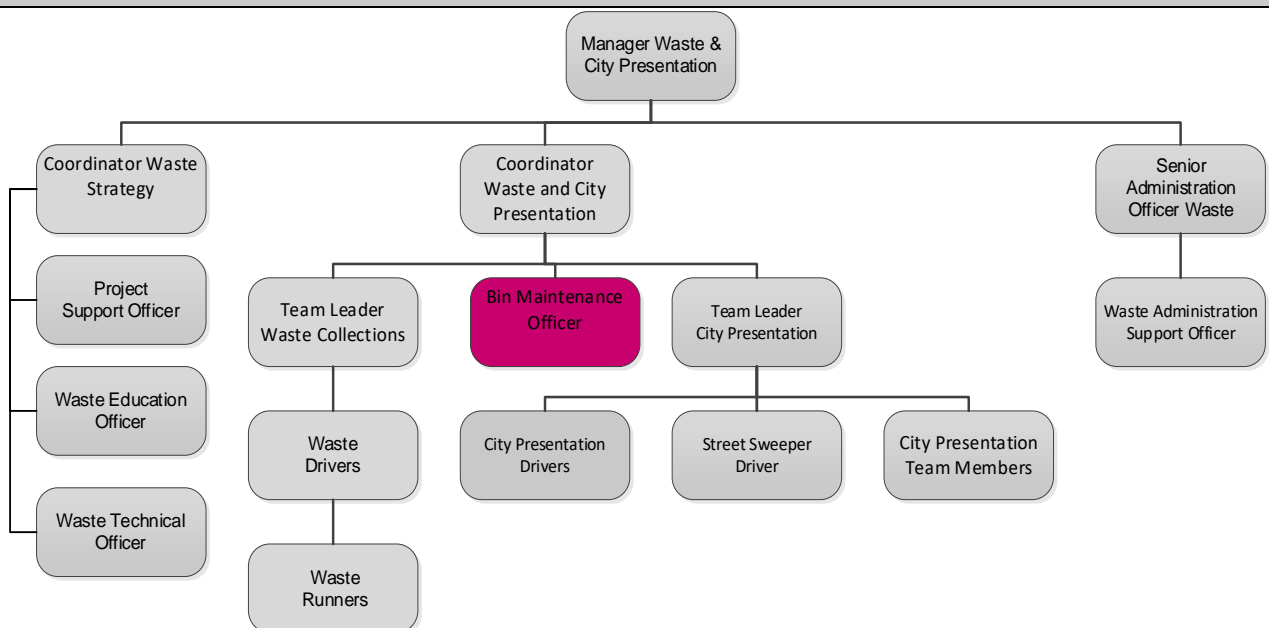


POSITION DESCRIPTION

Position Title	Bin Maintenance Officer
Position Number	42301
Division	Planning and Environment
Branch	Waste and City Presentation
Grade	9
Special Requirements	Ability to work public holidays Current LR and Forklift licence Ability to drive manual vehicles
Physical and Environmental Demands	Manual handling Ability to safely enter and exit Small trucks
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Healthy Urban and Natural Environment
Local Service/s	Waste Services

Reporting Structure



Position Purpose
To provide a safe and effective bin maintenance service which contributes to the delivery of Councils waste service and a healthy urban and natural environment.
Key Result Areas
<ul style="list-style-type: none"> • Bin Manintenance. • Team and Individual Safety. • Customer Service. • Corporate Core Values.
Key Duties & Responsibilities
<p>Bin Maintenance</p> <ul style="list-style-type: none"> • Plan and coordinate the delivery and maintaince of Council bins for both residential and commercial properties and special events. • Maintain stock levels and consumables and coordinate ordering. • Complete all relevant reporting and administrative tasks as required. • Utilise Councils IT and Customer Request Management software and systems to plan, schedule and complete new bin service requests, bin repairs and replacements. • Respond to customer and service requests within specified timeframes. • Ensure that the vehicle is maintained, clean and tidy at all times and daily inspections are completed and recored. • Report all service inconsistencies during daily driver debriefs. • Identify and contribute to process improvements. • Other relevant duties which may be required by the Supervisor, Team Leader or Aminisation support staff from time to time. <p>Team and Individual Safety</p> <ul style="list-style-type: none"> • Identify and report all hazards, near-misses and incidents. • Comply with road transport laws and relevant Chain of Responsibility (CoR) obligations. • Engage and consult with Council on safety and risk issues including risk assessments and safety procedures • Comply with safety practices and procedures inclusive of wearing relevant Personal Protective Equipment (PPE). • Work as part of a team that is committed to safety. <p>Customer Service</p> <ul style="list-style-type: none"> • Demonstrate a strong customer focus which is accurate, responsive, timely and courteous. • Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council. • Respond to customer inquiries and provide updates to customer as required. <p>Corporate Core Values</p> <ul style="list-style-type: none"> • Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

WHS Responsibility	
<ul style="list-style-type: none"> Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Risk Assessments, Safe Work Method Statements and associated system tools in their relevant work area. 	
Essential and Desirable Criteria	
Essential	
<ul style="list-style-type: none"> LR drivers' licence. Forklift licence. Demonstrated ability to effectively communicate with a variety of takeholders. Demonstrated ability to work autonomously with strong time management and problem solving skills. Demonstrated computer literacy through experience utilising software and systems. Proven ability to provide high level customer service. Experience following EEO and WHS policies and procedures. 	
Desirable	
<ul style="list-style-type: none"> Understanding of heavy vehicle Chain of Responsibility laws 	
Prepared By	Manager Waste and City Presentation
Date Prepared	May 2021
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	