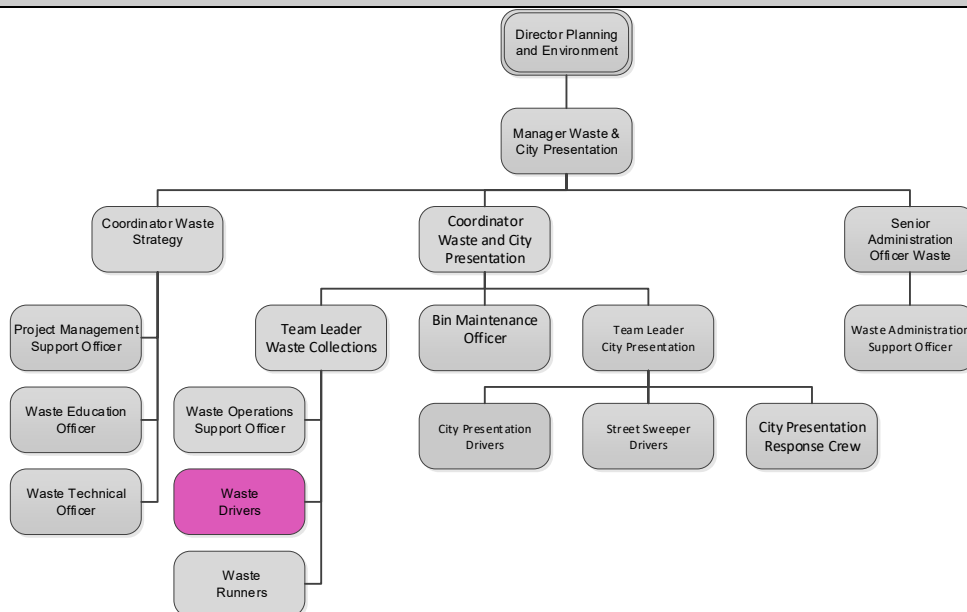


POSITION DESCRIPTION

Position Title	Waste Management Professional Driver
Position Number	42161
Division	Planning and Environment
Branch	Waste and City Presentation
Grade	8
Special Requirements	Ability to work reasonable overtime and weekends to meet operational needs, including public holidays Professional Driver with HR licence
Physical and Environmental Demands	Ability to safely drive and operate a complex heavy vehicle while performing waste collections Ability to drive left hand drive vehicle Ability to perform repetitive motions and operate joystick controls Ability to safely enter and exit heavy vehicles and perform manual handling tasks Ability to work independently or as part of a team Ability to work in a range of weather conditions conditions Ability to meet the physical requirements of the role
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Healthy Urban and Natural Environment

Reporting Structure



Position Purpose

To provide a safe and effective waste management service that is responsive and customer service focused which contributes to the delivery of a healthy urban and natural environment.

Key Result Areas

- **Waste Services**
- **Team and Individual Safety.**
- **Customer Service**
- **Corporate Core Values.**

Key Duties & Responsibilities

Waste Services

- Drive and operate various waste collections vehicles in urban and residential areas in accordance with Council's policies and procedures and applicable regulations, laws and other instruments as required. This includes difficult driving conditions and areas such as school zones, dense residential areas, and cul-de-sacs.
- Use judgement and problem solving skills to resolve issues that arise during the operation of the vehicle including traffic and road conditions.
- Conduct pre and post vehicle safety inspections to ensure vehicles are safe to operate and report all mechanical issues as per Council procedures.
- Competently operate mobile computer devices, technology, and Council applications, including future technology enhancements
- Collect all residential waste bins and/or scheduled council kerbside clean-ups presented along allocated routes in line with Council's service guidelines and service levels.
- Direct and supervise Offsiders or Runners to ensure compliance with safe operating procedures when undertaking kerbside clean-ups
- Assist with training new drivers in operating plant and equipment and familiarising themselves with routes
- Work with supervisors and support staff to plan and prioritise collections and workloads to ensure safe operations and to minimize risks
- Utilise onboard computer technology systems to support safe operations and service delivery and to monitor contamination or service reporting
- Monitor onboard cameras and truck mirrors at all times to ensure safe operation of the vehicle.
- Report all incidents and accidents via councils' procedures, including damage to bins or private property, spills and other specific environmental elements that impact on the community.
- Complete all relevant paperwork and reporting as required via daily run sheets, mobile devices, or verbally to supervisors or support staff to assist in service delivery and monitoring
- Provide a high level of maintenance and care to plant and equipment
- Conduct minor daily vehicle maintenance tasks as required to the skills and competencies held and associated with the role
- Report all mechanical issues daily
- Ensure that the interior and exterior of the vehicle is maintained, clean and tidy at all times including washing.
- Report all service inconsistencies during daily driver debriefs
- Participate in toolbox talks, safety discussions and process improvements
- Participate in ongoing corporate training
- Participate in community education initiatives to support Branch and Organisational goals
- Other relevant duties which may be required by the Supervisor, Team Leader or Coordinator from time to time

Team and Individual Safety

- Comply with the requirements of Councils Safety Management System
- Identify and report all safety occurrences and participate in risk assessments.
- Comply with and provide input into Safe Work Method Statements and other safe operating procedures and Chain of Responsibility Management plans and procedures Work as part of a team to ensure a safe workplace
- Comply with safety practices and wear appropriate Personal Protective Equipment

Customer Service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous
- Provide timely feedback to supervisors and support staff on actions or completion of Customer Service Requests in line with Councils Customer Service Charter

Corporate Core Values

- Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment and Customer Focus.
- Adhere to Councils policies and procedures.
- 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.
- Adhere to Councils Code of Conduct at all times treat everyone in the workplace with respect and dignity

WHS Responsibility

- Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area
- Adequately familiarise and actively fulfil all WHS responsibilities as indicated in Council's WHS Roles and Responsibilities Matrix (attached)

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Essential and Desirable Criteria

Essential

- HR drivers licence
- Demonstrated experience operating heavy vehicles
- Understanding of Heavy Vehicle National Law and Chain of Responsibility obligations
- Effective communication skills
- High level customer service skills
- The ability to read and interpret maps

<ul style="list-style-type: none"> • Demonstrated ability to work as part of a team 	
<p>Desirable</p> <ul style="list-style-type: none"> • Experience in operating waste collection vehicles • Experience operating mobile computer devices and technology • Understanding of waste collection services offered by Council • Understanding of mechanical/ hydraulic operation of heavy vehicles 	
<p>Prepared By</p>	<p>Manager Waste and City Presentation</p>
<p>Date Prepared</p>	<p>May 2022</p>
<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>	
<p>Employee Name:</p>	
<p>Employee Signature:</p>	
<p>Date:</p>	