

Position Description

POSITION	Driver - Garbage Services
SECTION	Community Law Enforcement & Waste
DEPARTMENT	City Living
BUDGET SUBJECT	511
POSITION NO.	BCC1246, 1247, 1249, 1250, 1251, 1253, 1255, 1256, 1260, 1261, 1262, 1263, 1264, 1266, 1267, 1268, 1270, 1272, 1273, 1274, 1275, 1277, 1278, 1279, 1335, 1336 and casuals.
POSITION TYPE	Full-time
REPORTS TO	Supervisor Garbage Services
DIRECT REPORTS	No
POSITION GRADE	Band 1, Level 4, <u>Salary System</u> Grade 5
DATE	November 2014

POSITION PURPOSE:

- Collect unwanted residential and commercial waste using manual and mechanical aids
- Relieve for 'Garbage Service Driver – Bin Maintenance' as required
- Relieve for clean-up crew, as required
- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the Workplace Health and Safety (WHS) Management System to ensure a safe place of work.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Well developed communication skills
- Demonstrated ability to work unsupervised
- Ability to locate properties using a street directory, directions and signage
- Current HR Drivers Licence.

Desirable:

- Previous experience in waste management collection and/or removal or similar field.

AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and

efficient undertaking of work activities, which are consistent with the responsibilities of the position. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

KEY ACCOUNTABILITIES:

- Operate and maintain automated mobile plant in accordance with manufacturer's specifications, statutory requirements and Council's policies and procedures.
- Effectively deliver waste collection services to meet agreed performance standards.
- Adhere to relevant legislative requirements, policies and current standards.
- Promote the image of Council's garbage collection services as an effective organisation.
- Supply advice required to answer correspondence in accordance with nominated performance criteria.
- Undertake scheduled workplace learning programmes.

WHS:

- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the WHS Management System.
- 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 system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- WHS001- Matrix is attached.

Corporate:

- To commit to and embrace the objectives of Blacktown City 2030 – City of Excellence, and to be accountable for participating as appropriate in the allocated program of works designed to deliver on the identified objectives as directed.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Act in accordance with the Protection of the Environment Operations Act 1997 (NSW), the Local Government Act 1993 (NSW) and seek to conserve and enhance our local environment, in consideration of Council's

environmental sustainability policy through our work practices, programs and services.

DUTIES:

- Collect unwanted residential and commercial waste utilising manual and mechanical aids, as directed.
- Operate automated mobile plant in accordance with manufacturer's specifications, statutory requirements and Council's policies and procedures.
- Maintain daily checklists/run sheets, as required.
- Report operational issues to Supervisor.
- Provide information to Supervisor to assist in responding to customer requests.

SELECTION CRITERIA:

- Relevant experience and appropriate qualifications in accordance with requirements outlined in the position description.
- Knowledge of applicable legislation/regulations.
- Computer literate.
- Demonstrated commitment to customer service.
- Ability to work within a team environment.
- Availability to work flexible working hours.
- Current HR driver's licence.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.
- Defined policies and procedures are implemented and followed.
- Ability to work effectively as a member of a team.
- Attendance at scheduled workplace learning programmes.
- Mobile plant are operated and maintained to agreed performance standards.
- Satisfaction of Council's performance relating to garbage collection services as indicated by public survey/complaints received.

Employee Name (PRINT):

Employee Sighted and Agreed:

Date:

Supervisor Name (PRINT):

Authorised by Supervisor:

Date:
