

Position Description

Position Title:	MVD – One Man Collection
Directorate:	City Wide Services
Service Unit:	Waste Services
Salary Point:	SP5
Position Reports To:	Waste Collections & Systems Coordinator
Staff Management:	N/A
Budget Responsibility:	N/A
Date PD Reviewed:	August 2019

Organisation Context of Position	
<p>City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, City of Newcastle has a variety of locations across the City and encompasses 5 Directorates:</p> <ul style="list-style-type: none"> • Governance • Strategy and Engagement • People and Culture • Infrastructure and Property • City Wide Services <p>The purpose of the City-Wide Services Directorate is to:</p> <ul style="list-style-type: none"> • Ensure Council's range of services and servicing for the community and visitors is consistently maintained at a high level throughout and across Council. • Facilitate a high level of community connection across and on behalf of Council. • Ensure services are set at a level that is clearly articulated to the elected Council and which are financially sustainable. • Set a benchmark for the organisation of exemplary customer service. <p>The Service Units and Elements that form the City-Wide Services Directorate are:</p> <ul style="list-style-type: none"> • Art Gallery (Service Element) • Museum (Service Element) • Civic Services • Libraries & Learning • Customer Service • Waste Services • Facilities & Recreation 	
Workplace Health & Safety	
WHS RAA Level	Level 6
<p>For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.</p>	

Position Responsibilities

- Perform collection duties utilising dual control side loading waste collection vehicles, including (but not necessarily limited to) bin manoeuvring, bin retrieval and bin replacement (e.g. to facilitate safe access and / or customer service requirements, etc), cleaning up of spilt waste, etc.
- Provide supervision, guidance and support to any other team members (e.g. Offsider/s, General Hand/s, etc) working on / with the collection vehicle.
- To provide relief / coverage within the Waste Services team, commensurate with the employee's skill, competence and training.
- Ensure the completion of any required waste collection activities in a safe, efficient and courteous manner throughout the City of Newcastle area.
- Maintain any allocated plant and equipment as per City of Newcastle's and manufacturer's specifications and requirements, including (but not necessarily limited to) maintaining correct levels of fuels, oil/s and coolants.
- Ensure compliance with all RMS, statutory and Council standard operating procedures, policies and regulations.
- Provide a high-quality customer-focussed service to all customers, both internal and external.
- Complete all required tasks whilst adhering to Council's safety guidelines, WHS responsibilities and relevant Road Transport and Motor Vehicle legislation and acts.
- Use the mechanical resources provided in such a manner to ensure longevity of the machinery through utilisation of proper operating and maintenance techniques.
- Complete all tasks as assigned by the Waste Collections & Systems Coordinator to ensure maximum efficiency and productivity within the waste collection team.
- Adhere to all requirements as per the relevant Council Agreement.
- Any other accountabilities or duties as directed by the Coordinator / Manager, which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

1. Class HR driver's licence.
2. Moderate experience in utilising dual control side loading waste collection vehicles, including (but not necessarily limited to) the safe, competent and efficient operation of a side loading waste collection vehicle, bin manoeuvring, bin retrieval and bin replacement (e.g. to facilitate safe access and / or customer service requirements, etc), cleaning up of spilt waste, etc.
3. Working knowledge of relevant WHS requirements.
4. Ability to work with minimal supervision.
5. Solid literacy and numeracy skills, including moderate computer skills.
6. A solid level of written and oral communication skills.
7. High customer service focus and commitment to continuous improvement, with a demonstrated ability to communicate effectively with customers and residents.
8. Demonstrated ability to work in a team within a multi-disciplined environment.
9. Ability to follow collection route maps and work sheets, both written and electronic.
10. Ability to organise and prioritise workload to ensure maximum efficiency and productivity.

Desirable

1. Familiarity with the City of Newcastle local government area.
2. Previous experience with the operation and use of GPS in-vehicle routing / scheduling / reporting software systems.
3. Experience with the operation of rear loading waste collection vehicles, including (but not necessarily limited to) the safe, competent and efficient operation of a rearloading waste collection heavy vehicle, bin manoeuvring, bin emptying (two and four wheeled), loading / collection of bulky goods and operation of mechanical waste bin collection aids (e.g. bin lifters, lifting frames, etc) and mobile waste compaction equipment.