

## Position Description

<b>Position Title:</b>	Offsider
<b>Directorate:</b>	City Wide Services
<b>Service Unit:</b>	Waste Services
<b>Salary Point:</b>	SP3
<b>Position Reports To:</b>	Waste Collections & Systems Coordinator
<b>Staff Management:</b>	N/A
<b>Budget Responsibility:</b>	N/A
<b>Date PD Reviewed:</b>	April 2019

Organisation Context of Position	
<p>City of Newcastle employs over 900 staff and is responsible for a local government area of 187km<sup>2</sup>. 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"> <li>• Governance</li> <li>• Strategy and Engagement</li> <li>• People and Culture</li> <li>• Infrastructure and Property</li> <li>• City Wide Services</li> </ul> <p>The purpose of the City-Wide Services Directorate is to:</p> <ul style="list-style-type: none"> <li>• Ensure Council's range of services and servicing for the community and visitors is consistently maintained at a high level throughout and across Council.</li> <li>• Facilitate a high level of community connection across and on behalf of Council.</li> <li>• Ensure services are set at a level that is clearly articulated to the elected Council and which are financially sustainable.</li> <li>• Set a benchmark for the organisation of exemplary customer service.</li> </ul> <p>The Service Units and Elements that form the City-Wide Services Directorate are:</p> <ul style="list-style-type: none"> <li>• Art Gallery (Service Element)</li> <li>• Museum (Service Element)</li> <li>• Civic Services</li> <li>• Libraries &amp; Learning</li> <li>• Customer Service</li> <li>• Waste Services</li> <li>• Facilities &amp; Recreation</li> </ul>	
Workplace Health & Safety	
<b>WHS RAA Level</b>	Level 6
<p>For specific WHS Responsibilities, Authorities &amp; Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities &amp; Accountabilities matrix in the WH&amp;S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities &amp; Accountabilities.</p>	

## Position Responsibilities

- To provide offsider duties for the Waste Collection section, including (but not necessarily limited to) bin manoeuvring and 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.
- To provide relief / coverage for the waste collection team, including (but not necessarily limited to) collection vehicle operators (rear load and side load) and general hand (including the flexibility to work morning and afternoon shifts where required).
- Ensure the completion of any required waste collection activities in a safe, efficient and courteous manner throughout the Newcastle City Council area.
- Maintain any allocated plant and equipment as per Council's and manufacturer's specifications and requirements.
- Ensure compliance with all RMS, statutory and Council standard operating procedures, policies and regulations.
- Provide a quality 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 "offsiding" on rear loading waste collection vehicles within the waste collections industry, as well as the ability to manually handle two and four wheeled waste containers and bulky goods items, including the use of mechanical waste bin collection aids (e.g. bin lifters, lifting frames, etc) and mobile waste compaction equipment.
3. Flexibility to work morning and afternoon shifts where required.
4. Working knowledge of relevant WHS requirements.
5. Ability to work with minimal supervision.
6. Solid literacy and numeracy skills, including moderate computer skills.
7. A solid level of written and oral communication skills.
8. High customer service focus and commitment to continuous improvement, with a demonstrated ability to communicate effectively with customers and residents.
9. Demonstrated ability to work in a team within a multi-disciplined environment.
10. Ability to follow collection route maps and work sheets, both written and electronic.
11. Ability to organise and prioritise workload to ensure maximum efficiency and productivity.

## Desirable

1. Previous experience in the operations of waste collections vehicles / activities within the waste collections industry, including rear loading waste collections vehicles and dual control side loading waste collection vehicles, including the ability to handle vehicles in tight and difficult to navigate situations.
2. Previous experience in the delivery, repair, maintenance, cleaning and installation of bins and associated equipment such as enclosures and stands.
3. Previous experience with the operation and use of GPS in-vehicle routing / scheduling / reporting software systems.
4. Familiarity with the City of Newcastle local government area.