

Position Description

Position Title:	General Hand – Bin Positioner
Directorate:	City Wide Services
Service Unit:	Waste Services
Salary Point:	SP3
Position Reports To:	Waste Collections & Systems Coordinator
Staff Management:	N/A
Budget Responsibility:	N/A
Date PD Reviewed:	April 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

- Bin positioning and the repair, maintenance, cleaning and installation of bins and associated equipment such as enclosures and stands.
- To provide relief / coverage for the Waste Services team, including (but not necessarily limited to) collection vehicle operators (rear load and side load) and offsideers.
- Flexibility to work morning and afternoon shifts where required (to provide coverage for other roles).
- 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.
- Ensure compliance with all RMS, statutory and City of Newcastle standard operating procedures, policies and regulations.
- Provide a quality service to all customers, both internal and external.
- Complete all required tasks whilst adhering to City of Newcastle'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 City of Newcastle Agreement.
- Any other accountabilities or duties as directed by the Coordinator / Manager, which are within the employee's skill, competence and training.

Essential Criteria

1. Class HR driver's licence.
2. Moderate experience in bin positioning and the repair, maintenance, cleaning and installation of bins and associated equipment such as enclosures and stands.
3. Flexibility to work morning shift (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. Ability to handle vehicles in tight and difficult to navigate situations.
10. Demonstrated ability to work in a team within a multi-disciplined environment.
11. Ability to follow collection route maps and work sheets, both written and electronic.
12. 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.
2. Previous experience with "offsider duties" within the waste collections industry, 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.
3. Previous experience in washbay operations including (but not necessarily limited to) operating mechanical and manual cleaning equipment (such as pressure washers, hoses, brooms, etc) and using ladders and elevated work platforms.
4. Previous experience with the operation and use of GPS in-vehicle routing / scheduling / reporting software systems.
5. Familiarity with the City of Newcastle local government area.