City of Newcastle | Creating a smart, liveable, sustainable global city

Position Description

Position title:	**Operator/Driver**
Directorate:	City Wide Services
Service Unit:	Waste Services
Reports to:	Waste and Landfill Operations Coordinator
Direct reports:	Nil
Salary point:	6
Work location:	Summerhill Waste Management Centre
Date revised:	December 2021

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of ***creating a smart, liveable and sustainable global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Waste Services?

The Waste Services Service Unit is committed to providing waste minimisation and recycling solutions and ensuring the long-term sustainability of our waste management operations. The unit manages a variety of key service elements including kerbside collection, public place waste collection, landfill operations, education and engagement, administration and accounts, environmental management and business development. Customer service and responsiveness as well as a team culture that is performance based and promotes continuous improvement are fundamental in delivering on these elements and servicing our community.

What's the focus of this position?

The Operator/Driver (Waste) position is critical to delivery safe, compliant and efficient Waste Operations at the Summerhill Waste Management Centre [SWMC]. The position is required to deliver high levels of customer service to internal and external customers, of SWMC, through ensuring the recovery of target recyclables, reducing waste to landfill and optimising the utilisation of landfill void space.

This role is one of the main interaction points with our customers and is the 'champion' of safe, compliant and efficient Landfill & Resource Recovery Operations. The role is crucial in minimising environmental impact and is required to educate and assist our customers (internal/external) to reduce waste to landfill and promote sustainable practices.

What you'll be doing:

- Assist with, and ensure the smooth, safe and efficient operation of the Waste Disposal, Recycling and Reuse Facility in accordance with the Environmental licence, development consent.
- Provide a high level of customer service to users of the Centre and maintain a professional image for City of Newcastle (CN).
- Maintain a high standard of safety and security at the Facility
- Control and direct all traffic and pedestrian movements in and around receival, disposal and processing areas to ensure orderly and safe usage of the Centre by all CN employees, contractors and customers.
- Inspect incoming loads and seek confirmation from customers regarding waste types to ensure accurate identification of waste.
- Maximise Resource Recovery opportunities through waste identification and separation. Direct and advise Centre users and supervise the deposition of the waste to ensure that the material is deposited in the correct containers.
- To operate safely and efficiently all plant and equipment on site with minimal supervision when required, ensuring that availability and usage is maximised
- Active participation in the competency-based training and assessment program to meet ongoing requirements of the position.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

The essentials you'll need:

- HR Class licence
- Minimum 3 years' experience in the operation of site plant and machinery including but not limited to excavator, dozer, front-end loader, grader, dump truck and Landfill Compactors
- Availability to work staggered, non-standard start and finish times over 7 days per week
- Availability to participate in all on-site rosters as required to permit 364 day operations each year, including scheduled and unscheduled overtime. (example: Scheduled to work every 3rd weekend
- Physical ability to perform the work
- Ability to work with minimal supervision
- Demonstrated knowledge of and commitment to Work Health & Safety principles and practices
- Manage variable workloads that often have peak demands
- Previous customer service experience and demonstrated experience of controlling emotive or confrontational situations.

Other valuable skills you may have:

- Possess the following competencies:
    - RIIMPO323A or D - Conduct Civil construction dozer operations
    - RIIMPO321B or D - Conduct Civil construction wheeled front end loader operations

  - RIIMPO320B or D - Conduct Civil construction excavator operations
  - RIIMPO323A or D - Conduct Civil construction dozer operations
  - RIIMPO311A - Conduct Haul Truck Operations or RIIMPO337D - Conduct Articulated Haul Truck Operations
- Competent and experienced in the operation of site plant and machinery including but not limited to landfill compactor and hook truck.
- Previous experience in waste disposal and recycling operations
- Traffic Control – Blue Card
- Senior First Aid Certificate
- Possess the following competency:
  - RIIMPO324A - Conduct civil construction grader operations

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	