

Waste Driver/Operator Sideloader



Position number:

Classification: SIDELO Driver/Operator

EA: Moreland City Council Enterprise Agreement

Directorate: City Infrastructure

Branch: City Services

Unit: Waste Services

Reports to: Team Leader Waste Operations

Supervises: N/A

Approved by: Manager City Services

Organisational vision:

One team, brave and diverse, making a difference

Organisational values:



Date Created:

Date Modified:

Date Approved:

Date Printed:

With the community at the heart, this is our promise:



Position objectives

- To provide high quality garbage, recycling and green waste collection services to the Council direct serviced properties across the municipality
- Work with colleagues in a safe, efficient and effective manner to achieve service delivery obligations.
- Work in accordance with the tasks allocated or as directed by the Team Leader Waste Operations and Coordinator Waste Operations.

Key responsibility areas

Customer Service

- Ensure public courtesy in conducting the collection of mobile garbage, recycling and green waste bins and the promotion of Councils waste collection services throughout the Municipality.

Operational

- Ensure all mobile garbage, recycling and green waste bins are emptied correctly, and returned to the designated areas including picking up any spilt material.
- Take proper care in the handling of the mobile bins and to report any damaged or burnt-out mobile bins and submit to Team Leader Waste Operations.
- Report any extra rubbish, recyclables or green waste noticed in undertaking duties, for example, bins rubbished by animals, placing extra bags around bins, dumped rubbish, recyclables, etc, document and give to Works Officer at the end of the day.
- Report any obvious contamination or suspicious waste in presented mobile bins.
- Rotate between garbage, recycling and green waste services as required to meet daily operational needs.
- Take instructions from Team Leader, Coordinator and Unit Manager to ensure all tasks and work objectives are completed as set out in the daily works program within a team environment.
- Actively participate in the development and implementation of waste minimisation programs and actions.

- Actively participate in team meetings, corporate programs including occupational health and safety training/information sessions, Best Value/continuous improvement programs and other related program undertaken from time to time by the Waste Services Unit.
- Dispose of collected garbage, recyclables or green waste at the nominated disposal sites on a daily basis.
- Respond to two-way radio calls when assistance is required.
- Be available for overtime on an emergency and rostered basis.
- Support the Team Leader and Coordinator in the allocation of crew members to facilitate the green waste, garbage and recycling collections.
- Ensure group task finish is achieved and undertaken in accordance with the Enterprise Agreement 2021.
- Assist the Team Leader to monitor the tipping weights to ensure compliance with statutory or density requirements.

Vehicle

- Maintain an accurate daily work records and time allocation as required including plant usage as per Quality System.
- Undertake the basic daily vehicle checks to ensure that the vehicle is operational and report any faults, including mechanical faults, requiring repair and/or attention.
- Ensuring that the vehicle is ready for the next day, this includes washing, cleaning and disinfecting the vehicle.
- Ensure driver's truck keys are left in the Waste Services key locker before going home.

Continuous Improvement

- Implement and maintain Continuous Improvement System standards and procedures.

Collaboration

- Participation in team meetings and toolboxes, training and awareness sessions and other planning and information sessions as required.

Occupational Health & Safety

- Undertake vehicle and safety inspections, complete and submit safety checklists as required to Team Leader or Coordinator.
- Report all safety near misses and incidents to Team Leader or Coordinator for action
- Actively participate in safety training and awareness sessions and any toolboxes required to attend.
- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Contribute to the achievement of a safe and healthy environment by carrying out the responsibilities outlined in the MoreSafe Manual.

Diversity & Equity

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Employee competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Courage:** Stepping up to address difficult issues, saying what needs to be said.

Accountabilities:

- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.
- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy

Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	Waste Services Unit Fleet Services Team
External Relationships	Residents, General public

1. Accountability and Extent of Authority:

- Perform tasks involving the utilisation of developed skills.
- Utilise safe work practices and ensure the creation and maintenance of a safe working environment.
- Responsible for the quality and quantity of work performed and working as part of a team to ensure the completion of daily tasks.
- Completion of tasks within a set time schedule.
- Safe and efficient care and operation of the vehicle and tools and equipment used.
- Assist in providing “on the job” training based on skills and experience when required.
- Report any observed dangerous drainage, road or similar conditions.

2. Judgement and Decision Making:

- Resolve minor problems that relate to immediate work tasks, including occasions when the Team Leader is not available for advice.
- Resolve problems as required under guidance from the Team Leader or Coordinator or in accordance with procedures where available

3. Specialist Knowledge and Skills:

- Knowledge and skills to operate and maintain machinery associated with the emptying of mobile garbage bins.
- Physically capable of undertaking a range of manual handling duties including lifting/manoeuvring of mobile garbage, recycling and green waste bins.
- A basic understanding of the requirements of the Occupational Health & Safety Act 1985, VicRoads and National Heavy Vehicle Regulator requirements and how they might apply to Council Waste Services.
- Understanding of Vehicle Safety Standards as they apply to heavy fleet operated by Waste Services
- Basic First Aid Skills.
- Ability to read and understand a Street Directory.
- Ability to understand routes and rosters

4. Management skills:

- Complete tasks and achieves work objectives as set out in a daily works program, within a team environment.
- Works both independently and demonstrate to work as a team to achieve overall team goals

5. Interpersonal Skills:

- Demonstrated oral and written communication skills as evidenced by understanding written and verbal instructions.
- Experience in working in co-operation with others and working as part of a team.
- Ability to discuss and resolve minor problems.
- Ability to carry out duties and responsibilities in a manner, which maintains Council's commitment to quality customer service.

6. Qualifications and Experience:

- A current Victorian Driver's Licence with a Heavy Rigid Licence Endorsement.
- Skilled in the safe and competent operation of common rear and side loading waste collection vehicles.
- Experience in driving of a side or rear loader vehicle including the emptying of mobile garbage, recycling and green waste bins with the aid of a bin lifter.
- Ability to carry out the duties and responsibilities, in a professional and courteous manner.
- Demonstrated oral and written communication skills as evidenced by understanding written and verbal instructions.
- Basic skills in using technology, including mobile phones, including apps, email, text messaging and basic web-based programs
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7. Physical Requirements of the position

TASK ANALYSIS

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs			✓	
-below 10kgs				
Manual handling frequency			✓	
Repetitive manual work			✓	
Repetitive bending/twisting			✓	
Working with arms above head			✓	
Lifting above shoulder height			✓	
Using hand tools – vibration/powered				✓
Operating precision machinery				✓
Close inspection work			✓	
Wearing hearing protection			✓	
Wearing eye protection			✓	
Working in dusty conditions			✓	
Working in wet/slippy conditions		✓		
Wearing Gumboots			✓	
Wearing safety shoes/boots (steel cap)	✓			
Working with chemicals/solvents/detergents		✓		
Washing hands with soap (hygiene)		✓		
Working at heights				✓
Working in confined spaces				✓
Working in chillers (+4 degrees C)				✓
Performing clerical duties			✓	
Working on a keyboard			✓	
Driving cars and/or trucks	✓			

Other special features (e.g. nature of chemicals, travelling requirements, etc):

8. Key Selection Criteria

- Current Victorian Driver's Licence with Heavy Rigid Endorsement.
- Experience operating side and rear loader waste collection vehicles.
- Understanding of current safe working practices as they apply to waste collection services
- Willingness to work as part of a team to achieve group task-finish.
- Ability to use technology, including mobile phones, including apps, email, text messaging and basic web-based programs