

Palmerston North City Council Job Profile



Position Title	Collections Operator
Reporting to	Waste Collections Supervisor
Unit	Infrastructure
Date last updated	October 2018

Values

We are committed to fostering an environment where our values of Trust, Worth, Service, and Transformation form the cornerstones of our interactions with each other and the city we serve. We believe it is essential to treat each other with respect and dignity, take responsibility for own actions, and have a positive, friendly, and professional approach.

Context

The Infrastructure Unit of Palmerston North City Council is charged with the management and maintenance of all PNCC's assets, facilities and infrastructure. This means making sure the assets are fit for use now, and future needs are planned for. The Parks Team maintains Council reserves, parks, sports fields, cemeteries and playgrounds. The Waste Operations Division provides collection services and processing for the majority of solid waste materials in the Palmerston North region, and some outlying areas.

Main Purpose

The main purpose of this role is to carry out the physical works and operations for the City's rubbish and recycling collections.

Key Areas of Responsibility

- Collect rubbish, glass recyclables and other recycling in accordance with Palmerston North City Council's rubbish and recycling collections service specifications.
- Clean vehicle interior/exterior daily, to improve vehicle longevity and to help reduce client costs.
- Report vehicles faults to the City Enterprises Garage in a timely manner to ensure vehicles are maintained and fit for purpose.
- Ensure glass recyclables are sorted to a high standard in line with the client's specifications.
- Ensure health and safety obligations are met by following New Zealand's traffic law and safe driving practices.

Please note: Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. In addition, employees may be asked to do tasks outside of this description as and when required.

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Risk Management accountabilities for all employees

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

Key Relationships

Internal:

- Infrastructure Materials Recycling Facility (MRF) staff
- Weighbridge Operators

External:

- Members of the public
- Clients and Customers

Typical knowledge, skills, and attributes:

Knowledge (*Qualifications and licences*)

- Class 2 licence is essential.
- Working knowledge of vehicle care is preferred, but not essential

Skills and Attributes

- The ability to work constructively alongside colleagues in a team environment
- Excellent attention to detail
- Focus on providing excellent customer service
- Sound driving skills
- A reasonable level of physical fitness is required as this position requires the individual to perform manual handling tasks on a frequent and on-going basis (e.g. lifting/carrying of items)
- Presents and conducts self in a professional manner in line with the Council's image and standards
- Ability to quickly pick up and follow processes and procedures

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Remuneration

- Infrastructure uses a grade related remuneration matrix related to the skills, qualifications, and experience of the applicant.
- This role is banded as a Grade 2 with an hourly wage range from \$19.45 (Min.) to \$20.84 (Max.). Remuneration will be at the Waste Operations Manager's discretion.

Other

The position may be called to work outside normal working hours in the event of a Civil Defence emergency or exercise. The job holder will be expected to participate fully in training provided for this and any other Unit activities.