

POSITION DESCRIPTION

Position Title	Weekend 'Be-Tidy' Bin Service
Department/Section	Environmental Services
Reporting to	Waste Services Manager
Location	65 Homebush Road, Strathfield
Grade	6

Organisational Environment and Council Values

Refer to the [Working at Strathfield Council](#) page on our website.

Organisational Structure

Section

The Environmental Services Section is responsible for achieving the planning and delivery of projects, programs and services to support the Council and wider community and become more environmentally sustainable through the implementation of Council's programs, policies and plans.

Position

- The purpose of the position is to ensure the collection of 'Be-Tidy' Bins from streets, open spaces and civic areas throughout Council's Municipality;
- To help promote the image of Council as effective, caring, courteous and professional.

Note:

This Position Description and all associated information is not to be considered as a comprehensive, complete and / or exhaustive 'list' of responsibilities, duties, criteria or outcomes. It is indicative only.

The position is part of a team and as such the incumbent is required to know and learn the roles of others in the team, help other team members and assist in any role as and when required in accordance with the Local Government (State) Award.

The position incumbent should be aware that their role and position is dynamic. Continuing development, change and enhancement of processes, practices, knowledge, skills and behaviours is highlighted and expected by Strathfield Council. People and jobs change and develop over time and this position description is intended to facilitate this (as a living document), where the incumbents active involvement in this endeavour is required.

All duties, tasks and responsibilities etc. must be done to the best of the incumbents' abilities in a timely, effective and efficient manner and to the satisfaction of the Chief Executive Officer.

Major role and challenges of the position

The major challenges for the position of the **Weekend 'Be-Tidy' Bin Service** are to:

- Provide an efficient and effective 'Be-Tidy' bin collection service;
- Apply safe work practices in accordance with Council's SWMS relating to refuse collection and the Work Health and Safety Act (WH&S) and environmental legislation;
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

Work Health and Safety (WHS) responsibilities

All workers must take reasonable care for their own health and safety and comply and cooperate with reasonable instructions, policies and procedures regarding the safety and health of other persons and workplaces.

Managers and supervisors have a positive duty to exercise due diligence to ensure that Council complies with its safety operations. The employee who occupies these jobs must acquire and keep up-to-date knowledge of Council's work, health and safety systems which include plans, policies and procedures. Managers and supervisors must have an understanding of work health and safety matters within their scope of operations and ensure that processes for compliance are implemented.

Work Health and Safety

All Council workers are expected to:

- Follow safe practices/procedures to perform your duties in a manner, so as affect the health and safety of yourself or others
- Participate in development of safe work procedures and risk assessments with your Supervisor when required
- Actively participate in WHS inductions and training when required
- Wear and use Personal Protective Equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Use and maintain plant or equipment of any kind, including computer and other telecommunication devices in accordance with instructions and procedures
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage as per the SMC reporting procedure
- Participate in accident and incident investigations as required

Certificates of Competency / Licenses

- Where required for the position, either by legislation, conditions of employment or through SMC policies and procedures, maintain current certificates, licenses, operative training etc., and advise of any change to these, including vehicle licenses.

Injury Management

- Report all injuries/illnesses that occur at work immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Key Accountabilities

- Assist team members in collecting and loading of a 'Be-Tidy' bin collection vehicle, as required;
- Assist in and ensure the clean-up of any material spilt during the collection process;
- Ensure all bins are appropriately stored away after their collection;
- Observe the requirements of work health and safety and environmental legislation;
- Participate in on the job training;
- Carry out any other duties as directed from time to time by the Team Leader.

Selection Criteria

Essential

- Hold a current 'HR' Driver's License;
- Ability to carry out allocated duties in an safe and timely manner;
- Be available to perform collection duties at short notice;
- Understanding of and adherence to Safe Working Method Statements;
- Have and maintain a level of physical fitness sufficient to undertake the activities of this role;
- Have a solid working knowledge of the area including streets, suburbs and the open space areas of Strathfield Municipal Council;
- Able to work in a team environment or individually under limited supervision;
- Ability to carry out both written and verbal instructions;
- Ability to converse with Council staff and/or the public in a manner expected of Council's Customer Service Practices.

Desirable

- Experience in 'Be-Tidy' bin collection.

Approval of Position Description

- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: _____

Signature: _____

Date: _____

Manager: _____

Signature: _____

Date: _____

Position Description reviewed: April 2021