

POSITION DESCRIPTION

Position Title	Waste Driver / Loader
Department/Section	Planning, Environment & Urban Services
Reporting to	Waste Services Manager
Location	1 Weeroona Road Depot, Strathfield
Grade	Grade 10

Organisational Environment and Council Values

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

Organisational Structure

Department

The Planning, Environment & Urban Services Department is responsible for the provision of services relating to:

- Infrastructure Planning
- Environmental Services
- Urban Services
- Planning
- Compliance
- Ranger Services
- Waste & Cleansing

Section

The Environmental Services section is responsible for services relating to:

- Waste Management and Recycling
- Environment Health and Compliance
- Cleansing and Waste Services
- Ranger Services
- Sustainability

Position

- The purpose of the position is to operate any vehicle or plant involved or associated with the provision of waste management undertaking waste collection services, which includes but is not limited to garbage, recycling, garden organics, clean ups, dumps, bin repairs etc.
- 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 advertised 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 General Manager.

Major role of the position

The major role for the position of **Waste Driver / Loader** is to:

- Provide an efficient and effective waste collection service to the residents and community in accordance with the collection service standards.
- Apply safe work practices in accordance with Council's Safe Work Method Statements and Standard Operating Procedures relating to waste collection, WorkCover NSW - Collection of Domestic Waste – Code of Practice, Work Health and Safety Act (WH&S), relevant transport legislation including Heavy Vehicle National Law (HVNL) and Regulations and relevant 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.

Key Accountabilities

- Safe operation of compactor and / or non-compactor plant as directed and ensure the completion of all waste and recycling collection services (whether they be allocated and/or additional runs) on a daily basis.
- Operation of domestic waste vehicles or plant in a manner which ensures the safety of Council employees and members of the public generally.
- Check assigned vehicle or plant daily and report any faults, defects and be responsible for truck cleanliness.
- Ensure that all bins are placed at the point of presentation and clear of parked cars & driveways after collection.
- Assist team members in collecting and loading of a collection vehicle, as required, across all waste streams.
- Assist in and ensure the clean-up of any material spilt during the collection process.
- Required as off sider/loader/runner where directed
- Observe the requirements of work health and safety and environmental legislation;
- Participate in on the job training.
- Operation of two-way radio and/or portable communications equipment.
- Carry out any other duties as directed from time to time by the Waste Services Manager and or Team Leader

- Relieve in the other waste positions when required.

Criteria

Essential

- Hold a current NSW HR driver's licence or higher;
- Have and maintain a good driving record;
- Demonstrated experience in all facets of waste services
- School certificate or equivalent qualification;
- Understanding of and adherence to Safe Operating Procedures;
- Have and maintain a level of physical fitness sufficient to undertake the activities of this level;
- A general knowledge of the area including streets, suburbs and the boundaries of Strathfield Municipal Council;
- Ability to carry out both written and verbal instructions;
- Basic reading, writing skill, comprehension and computer skills;
- Able to work in a team environment or individually under limited supervision;
- Ability to converse with Council staff and/or the public in a manner expected of Council's Customer Service Practices.

Desirable

- Knowledge of, or experience in, local government.

Performance Criteria

- Ensure that all collection runs as directed are completed each working day and all bins are placed at the point of presentation and clear of parked cars & driveways after collection.
- Actively participate in Council work health and safety initiatives.
- Attendance at nominated training courses.
- Work efficiently and effectively ensuring the minimisation of spillages. Collect spillages that do occur as safely and effectively.
- Minimise unplanned absences. Reporting any absences to the Supervisor in a timely manner so that alternative resourcing arrangements can be established and services are delivered.
- Eliminate work health and safety incidents and personal injury through safe manual handling and other WHS practices specified within SMWS.

Functional Requirements

- Ability to walk on uneven, viscous and slippery ground.
- Ability to push and pull materials and equipment weighing up to 20kg at ground and waist level.
- Ability to carry weights of up to 20kg for up to 5-10 meters.
- Grip strength of up to 20kg during the carrying and operation of equipment.
- Ability to push/pull materials and equipment against resistance for up to 1-2 minutes at a time repetitively over a 4-5 hour period.
- Ability to perform repetitive tasks with upper limbs.
- Ability to work with and be exposed to a large variety of plant and insects.
- Ability to stand and walk for prolonged periods, up to 4-5 hours a day.
- Ability to get in and out of the cabin of waste service trucks and vehicles.

- Possess the necessary cardiovascular and respiratory fitness to perform physically demanding work.

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.

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 / Licences

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

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.

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: October 2020