



# Side Arm Driver

## POSITION PROFILE

<b>Division</b>	Shire Infrastructure	<b>Status</b>	Full time, permanent
<b>Unit</b>	Waste Services	<b>Salary Grade</b>	GDVROM
<b>Reports to</b>	Operations Controller	<b>Reviewed</b>	August 2023

## STRATEGIC INTENT

The Waste Services Division that provides waste management, education and cleansing services across Sutherland Shire. Services include domestic and public waste collection for Shire residents, commercial waste collection, street sweeping, open space assets cleaning including public toilets and building cleaning services for Council owned buildings.

The Division's key objectives focus on providing efficient and timely services and maintaining the local infrastructure to create a beautiful, protected and healthy natural environment.

## POSITION PURPOSE

To ensure that the collection of waste is carried out on a timely basis for residents of the Shire. This position will support the Waste Services Business Unit in maintaining cost effective and efficient waste collection service in the Sutherland Shire.

## POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
<b>Collection of Garbage, Recycle and Green waste Bins</b>	
Complete daily activity information	<ul style="list-style-type: none"><li>• Accuracy of daily activity information</li></ul>
Complete contamination processes	<ul style="list-style-type: none"><li>• Accuracy of contamination information</li></ul>
Delivery of contamination free product to the disposal or processing facility	<ul style="list-style-type: none"><li>• Percentage of contamination in loads delivered to MRF</li></ul>
Log service difficulties using the daily record form to supervisor at end of shift.	<ul style="list-style-type: none"><li>• No instance of non-service of bins not brought to the supervisor's attention by end of shift.</li></ul>
Service all bins (bins) as directed in daily allocation.	<ul style="list-style-type: none"><li>• No instance of a failure to reasonably service bins assigned.</li><li>• All work to be completed in a timely and efficient manner as to industry standards.</li></ul>
Bins tipped over and/or spilt to be stood upright, spilt material picked up and placed in the bin, prior to being serviced.	<ul style="list-style-type: none"><li>• No complaints of waste material left spilled, or bins not being serviced.</li></ul>
Bins serviced to be left upright	<ul style="list-style-type: none"><li>• No complaints of bins fallen over.</li></ul>

Carry out minor bin repairs to lid, hinge pin, spacer and wheel replacement using tools and spare parts provided.	<ul style="list-style-type: none"> <li>No instance of failure to proactively carry out minor bin repairs.</li> </ul>
Any other duties as directed by the Supervisor	<ul style="list-style-type: none"> <li>Duties carried out as directed.</li> </ul>
<b>Vehicle Inspection</b>	
Daily inspection of Waste Services vehicles for body damage/defects and report same to Operations Controller	<ul style="list-style-type: none"> <li>Vehicle inspection to be completed before and after shift</li> <li>No instances of unreported damage</li> <li>Defects reported immediately</li> </ul>
Daily report of Waste Services vehicles' tyre wear and report same to workshop and Operations Controller.	<ul style="list-style-type: none"> <li>No occurrences of un roadworthy tyres on Waste Services vehicles</li> </ul>
Weekly inspection of Waste Services vehicles' First Aid Kits and report same to Supervisor	<ul style="list-style-type: none"> <li>First Aid kits are inspected and fully stocked.</li> </ul>
<b>Professional Driver Obligations</b>	
No unauthorised passengers	<ul style="list-style-type: none"> <li>No instance of unauthorised passengers.</li> </ul>
Vehicle not to be left unattended on public roads or in public areas, out of sight of the driver.	<ul style="list-style-type: none"> <li>No instance of vehicle not being properly attended to.</li> </ul>
Prompt and accurate reporting of defects, breakdowns and / or motor vehicle accidents to Waste and Heavy Fleet Workshop supervisors as soon as practicable	<ul style="list-style-type: none"> <li>No instance of failure to report accidents as per specified process</li> </ul>
Driver must remain with the vehicle until the mechanic arrives unless otherwise directed by the Heavy Fleet Workshop Supervisor	<ul style="list-style-type: none"> <li>No instance of failure to remain with vehicle, where possible</li> </ul>
Drivers are to provide all practical assistance to mechanical staff attending breakdowns in the field.	<ul style="list-style-type: none"> <li>No instance of failure to render assistance where possible.</li> </ul>
Drivers may only drive from the left-hand seat of the vehicle when servicing bins. Revolving beacons must be operational and as a general rule drivers must not exceed 20kph.	<ul style="list-style-type: none"> <li>No instance of driving from left hand seat contrary to prescribed instructions.</li> </ul>
Drivers must maintain compliance with all National Heavy Vehicle Law and regulations, including Fatigue management, Speed Management and Load Restraint	<ul style="list-style-type: none"> <li>No breach of National Heavy Vehicle Law.</li> <li>Understand HVNL documentation prior to commencing role</li> </ul>
<b>Vehicle Care and Presentation</b>	
Driver is responsible for ensuring vehicle cabin is clean, hygienic, undamaged and in a presentable state for next assigned driver.	<ul style="list-style-type: none"> <li>Vehicle clean and undamaged</li> </ul>
No loose articles to be in the vehicle cabin	<ul style="list-style-type: none"> <li>Absence of loose articles in cabin</li> </ul>
Drivers are to ensure that all passengers do not place their feet on dashboard or seats	<ul style="list-style-type: none"> <li>No evidence of feet being placed on dashboard or seats</li> </ul>
At end of shift, clean the vehicle by hosing down the hopper and body of the vehicle to be free of debris, mud etc. The arm is to be hosed down and any debris is to be removed from the lifting mechanism.	<ul style="list-style-type: none"> <li>Hopper, body and retractable arm free of mud and debris</li> </ul>

First Aid Kits, Operators' Instructions and emergency triangles must be kept in the receptacles provided on the vehicle when not in use.	<ul style="list-style-type: none"> <li>First aid kits, operator's instructions and emergency triangles stored appropriately</li> </ul>
<b>Route and Tipping Operations</b>	
Each load must be tipped at the designated disposal facility as directed.	<ul style="list-style-type: none"> <li>Loads tipped at appropriate facility as directed</li> </ul>
On the last load, ensure that the hopper area is free of waste material.	<ul style="list-style-type: none"> <li>Hopper clear, not to be entered physically</li> </ul>
When tipping, the vehicle must be on level or near level ground and the driver must be in the vehicle's driver seat	<ul style="list-style-type: none"> <li>No evidence of tipping on un-level ground. No evidence of driver alighting vehicle</li> </ul>
Vehicles are to be parked in their respective parking bays at end of shift.	<ul style="list-style-type: none"> <li>Vehicles parked appropriately</li> </ul>
Report all missed, spillage or incomplete services by end of shift.	<ul style="list-style-type: none"> <li>Missed, incomplete services and spillages reported</li> </ul>
Collection run must be carried out in the same order each collection day. Runs cannot be varied without approval of the supervisor.	<ul style="list-style-type: none"> <li>Runs carried out efficiently as per route allocated</li> </ul>

## SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"><li>Current HR Class driver's licence (<u>must be valid at all times while in this position</u>)</li></ul>
Experience or skills	Essential	<ul style="list-style-type: none"><li>Previous experience in a similar environment/role</li><li>Physically able to carry out manual handling duties</li><li>Sound oral and written communication skills</li><li>Ability to operate both Side Arm and Rear Load trucks</li><li>Ability to work cohesively in a small team and independently when required</li><li>Basic computer/mobile device operations skills</li></ul>
	Desirable	<ul style="list-style-type: none"><li>Thorough knowledge of National Heavy Vehicle Law and its application to this role.</li><li>Thorough knowledge of Streets and Reserves throughout the Shire</li><li>Mechanical aptitude</li></ul>

## CORE CAPABILITIES

Attributes	<p><b>Safety Focus:</b> Ability to work and comply with safe work practices/systems of work.</p> <p><b>Customer Focus:</b> Able work in a high visibility role while providing a strong customer focus in all work activities. Must be punctual and reliable.</p> <p><b>Decision making:</b> Ability to work with minimum supervision.</p> <p><b>Team focussed:</b> Able to work effectively in a small team.</p>
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## OUR VALUES

Behaviours	<ul style="list-style-type: none"><li><b>Collaborative</b> - be open and welcoming, genuinely connect to others, include others, work together as one</li><li><b>Achieve</b> - we have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community</li><li><b>Respectful</b> – be honest and trustworthy, do what you say you will put yourself in the other person's shoes, listen to what's important to others</li><li><b>Evolving</b> – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker</li></ul>
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## CORPORATE OBLIGATIONS

Employees	No direct reports.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.

<b>Financial Management</b>	N/A
<b>Workplace Health and Safety</b>	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
<b>Code of Conduct</b>	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
<b>Workplace Behaviour &amp; EEO</b>	All activities must comply with Council's Workplace Behavior Guidelines.
<b>Enterprise Content Management</b>	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
<b>Continuous Improvement</b>	Identify obsolete and inefficient practices and recommend changes where appropriate
<b>Customer Focus</b>	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
<b>Procurement</b>	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

## **SPECIFIC CONDITIONS OF EMPLOYMENT**

- Ability to successfully complete Council's driver competency assessment
- Limited number of leave applications will be approved during peak periods (Nov-Mar)
- 38 hours per week, 9-day fortnight with RDO as rostered (inclusive of Public Holidays- whereby required to work)
- Business Unit span of hours of operation are 3:00 am to 5:00 pm
- Must be able to work a variable hour within the Unit Span of hours as instructed by Unit needs.
- As per Waste Enterprise Agreement
- Role is expected to work across all Waste Streams including Garbage, Recycling, Organics and public waste collections.
- Ability to operate both Side Arm and Rear Load trucks as required