

# Position Description

<b>Position title</b>	Kerbside Collection Driver
<b>Reports to</b>	Foreperson Waste Services
<b>Department</b>	Infrastructure Services
<b>Classification</b>	Level 4 Local Government Industry Award (Stream B)
<b>Last Review Date</b>	September 2018

## Position Summary

The purpose of this position is to assist with and work as part of a team to safely operate waste collection vehicles, provide and deliver an effective, timely and efficient waste collection service, and provide courteous assistance to the public.

## Position Specific Accountabilities

- To provide safe, efficient and economical operation of waste collection plant to ensure a clean, hygienic and aesthetically acceptable environment.
- Collect, and if required conduct minor repairs to waste bins within an allocated collection area
- Ensure all bins within the team's allocated waste area are collected in accordance with the schedule
- Ensure non-compliant bins are labelled to ensure residents understand the reason/s for non-collection of the bin as required and report non-collection and reason/s to supervisory staff
- Take an active part in the prevention of plant breakdowns by ensuring that information regarding defects etc. is passed on to supervisory and workshop staff
- Complete pre-start, pre-operational and close-down checks on designated vehicles as required.
- Clean and perform minor maintenance to allocated plant and report on faults, breakdowns and accident damage to supervisory staff as soon as possible after the occurrence.
- Record information as required for reporting purposes eg. number of bin lifts, missed bins, bins presented but not in accordance with Council policy
- Provide a high level of customer service
- Work co-operatively as part of the Water and Waste Group
- Other responsibilities as reasonably expected

## Organisation Responsibilities

- Model the highest standards of ethical and professional behaviour and act with integrity and confidentiality whilst representing Council internally and externally.
- Adhere to all legislative frameworks, rules, Council policies and guidelines.
- Prepare and submit reports for Council and the Executive Leadership team as required.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
  - TRC's Safety Management System - SAFE PLAN, TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009*, Anti-discrimination and Privacy legislation, Purchasing and Procurement; and
  - Comply with all Workplace Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected.

## Delegated Authority

Decisions are to be made in accordance with the Delegations of Authority as detailed under separate official delegation instructions through the Chief Executive Officer.

## Selection Criteria

### Essential

1. Demonstrated ability to competently operate designated waste collection vehicles (a competency test will be conducted as part of the selection process).
2. Appropriate literacy and numeracy skills to enable recording of required data.
3. Demonstrated customer service and communication skills appropriate to the position.
4. Ability to work effectively as part of a team.
5. Experience in waste collection activities is highly regarded.

### Qualifications

- Hold a current MR drivers licence (mandatory)
- Hold a current HR drivers licence (mandatory)
- Queensland Construction White Card or National equivalent (mandatory)

## Position Specific Conditions

- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	