**POsition descriptioN**

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| POSITION TITLE: | **Kerbside Collection Operator** |
| DIVISION: | **Infrastructure and Assets** |
| DEPARTMENT: | **Waste and Sustainability** |
| SECTION: | **Waste and Cleansing** |
| CLASSIFICATION: | **Band 4**  |
| LOCATION: | **Various locations across the Hume Municipality** |

**POSITION OBJECTIVES:**

The key objectives of the position are:

* Drive Council’s side load waste collection vehicle’s (greater than 22.4T GCM) to carry out Council’s Kerbside Waste Collection in accordance with the approved collection program and Council’s Policies & Procedures.
* Collect and empty Council’s mobile waste bins (MGB) as part of Council’s Waste Collection program in accordance with schedules determined by the Team Leader Kerbside Garbage.
* Assist in the Administration, Customer Service, Staff Induction/training and Educational Functions of the Waste Collection Service.

**KEY RESPONSIBILITIES AND DUTIES:**

**Operate Waste Collection Vehicle and Equipment:**

* To conduct pre-start checks and perform routine maintenance on waste collection vehicles on a daily basis in accordance with approved pre-start check list and maintenance programs.
* To operate Council’s onboard data collection system and record relevant collection information, including but not limited to non-conformances; overloaded bins, non-conforming bins, bin placement, incorrect bin and bins not presented.
* To ensure that the vehicle and relevant components are cleaned at the completion of each shift in line with Council’s procedures, including inspecting the vehicle and reporting any maintenance/repairs requirements to the workshop.
* Ensure consistent placement of non-compliance stickers on bins to address non-compliance eg. Overloaded, Bin too heavy.
* To monitor the level of supplies including the first aid kit and where necessary arrange further supplies from the Team Leader Kerbside Garbage.

**Collection and Disposal of Kerbside Waste:**

* To carry out the collection and disposal programs in accordance with Council’s safety policies and procedures
* To carry our Council’s Waste collection and disposal programs as directed by Team Leader Waste Services
* To practice out the collection and disposal programs in accordance with Council’s safety policies and procedures
* Always Provide a high level of Customer Service while performing your duties, including but not limited to communicating with residents while on the road, assisting with any enquiries residents may have.
* Returning to collect missed bins or other bins as instructed
* Assist in the collection of other rounds as required to address unexpected operational circumstances (such as break downs, delays, driver illness and unscheduled reduction in truck numbers)
* To report when bins are not collected and the reasons for the non-collection using on board data collection system, and place stickers on bins to provide feedback and education to residents.
* Ensure removal of any rubbish/debris spillage encountered within the road reserve whether or not the spillage was directly caused during the emptying of the bin(s)
* Undertake special collections to designated properties. This may require the incumbent to get out of the collection vehicle to collect the bin(s) manually i.e. from inside properties
* Ensure compliance with all relevant legislation, including but not limited to, Road Safety Act, National Heavy Vehicle Regulations and Victorian Road Safety Road Rules. This includes but is in no way limited to operating from the right hand position when not collecting bins, ensuring mandatory rest breaks are taken and documented and ensuring vehicle load limits are not exceeded.
* Dispose of the material collected at the designated disposal location and adhere to all disposal location procedures and requirements, including but not limited to speed limits and personal protective equipment.
* To complete a daily timesheet and running sheet detailing activities for the day.
* Assist with other tasks as directed by Team Leader Kerbside Garbage or Operations Supervisor Kerbside Services, including the clearance of public litter bins from shops and reserves.
* Return the emptied mobile garbage bin to the same location that it was collected from, this includes ensuring the bin is left standing up after collection.
* To ensure that there is an adequate supply of gloves and safety equipment at the beginning of each shift.
* To inform the Team Leader Kerbside Garbage of instances of littering, rubbish dumping and dead animals.
* To advise the Team Leader Kerbside Garbage of any irregularities in the Kerbside collection program.
* Inform the Team Leader Kerbside Garbage of any operational problems at Disposal/Landfill Sites.
* Assist Team Leader in the induction and training of new staff and or casual labour hire
* Take part in Team Self-Management processes.
* Stay up to date with all mandatory training modules and actively participate in Council appraisal process

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| **ORGANISATIONAL RELATIONSHIPS:** |
| Reports to: | Team Leader Kerbside Garbage |
| Supervises: | N/A |
| Internal Contacts: | All internal Hume staff |
| External Contacts: | Disposal Site Contractors and OperatorsGeneral PublicRetail and Commercial traders |

**ORGANISATIONAL CONTEXT**

**VISION**

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

**MISSION**

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

**OUR VALUES**

At Hume City Council, our Values underpin everything that we do.



**WORK HEALTH & SAFETY (WHS)**

Employees are required to participate in the WHS process by:

* Following established safe working instructions, procedures and policies.
* Taking reasonable care for their own Work Health and Safety and that of others.
* Seeking assistance when unsure of practices, procedures and policies to perform a task.
* Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
* Actively participating and contributing to inspections, audits, team meetings and training.
* Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

* Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
* Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
* Discuss WHS issues as a part of team meetings.
* Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
* Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
* Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
* Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
* Assist with the implementation of Return to Work Plans.
* Ensure that relevant WHS legislation is complied with.

**RISK MANAGEMENT**

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

**STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS**

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

**SERVICE PLANNING & CONTINUOUS IMPROVEMENT**

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council’s Service Planning Framework.

**ASSET MANAGEMENT**

Staff are responsible for undertaking Asset Management functions in accordance with Council’s Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

**ENVIRONMENTAL SUSTAINABILITY**

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council’s Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council’s *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

**HUMAN RIGHTS APPLICATION**

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, polices and strategies.

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| **POLICE CHECK:**The incumbent must have and maintain a current Police Check  |
| **WORKING WITH CHILDREN CHECK:**The incumbent must have and maintain a current Working with Children Check | [ ]  YES [x]  NO |
| **PRE-EMPLOYMENT MEDICAL CHECK*** The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.)
* The incumbent must undergo a Pre-Employment Audio Test
 | [x]  YES [ ]  NO[x]  YES [ ]  NO |
| **PSYCHOMETRIC ASSESSMENT**The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position | [ ]  YES [x]  NO |
| **OTHER DUTIES**Responsibilities and duties included in this position description are subject to the *Multi‑skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time. |

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

The incumbent is responsible and accountable for:

* Displaying and promoting Our Hume Values & Guiding Behaviours
* Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.

Under the general supervision of the Team Leader Kerbside Garbage the incumbent is responsible and accountable for:

* Authorised to conduct the day to day activities of Council’s domestic waste collection and disposal program.
* Responsible for ensuring that the waste collection vehicle is maintained in a clean condition and that Council’s domestic waste collection service is carried out in accordance with standards and programs determined by the Council.
* To perform the assigned duties in a professional manner and actively promote Council’s Kerbside Collection Services throughout the Community.
* Accountable for undertaking quality control practices as stipulated in work programs.
* Accountable for informing the Team Leader Kerbside Garbage of any Waste collection problems or irregularities in a prompt and accurate manner.

**JUDGEMENT AND DECISION MAKING:**

The incumbent is accountable for:

* Undertaking quality control practices as stipulated in work procedures and operations.
* Exercise judgement when performing duties outside of the collection vehicle to ensure safety of staff and community is prioritised.
* To perform the assigned duties in a professional manner and actively promote Council’s Environmental services throughout the community.

**SPECIALIST KNOWLEDGE AND SKILLS:**

The following knowledge and skills are required to be utilised:

* Hold a current heavy vehicle licence.
* Have a sound understanding of side load waste collection processes, procedures and vehicle technology, including relating to use of on-board data collection systems, prestart checks, personal protective equipment and reporting incidents to Team Leader Kerbside Garbage.
* Ability to train and support new staff with use of equipment, and correct processes and procedures.
* Knowledge safe operating procedures of heavy vehicles and plant in accordance with Safe Work Procedures and National Heavy Vehicle Regulations

**MANAGEMENT SKILLS:**

The following management skills are required to be utilised:

* Able to prioritise own workload and complete collection run in a timely manner
* Identify and report to Team Leader Kerbside Garbage how run is progressing to ensure timely complete of all runs by supporting other team members
* Assist with inductions and training of new staff and agency/labour hire

**INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

* Good communication skills to practice public courtesy in conducting duties.
* Ability to work as part of team and participate in the promotion of Council’s Kerbside Collection Services throughout the community.
* Operation of plant and equipment in a professional manner

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

* Relevant experience in the driving and operation of a waste collection vehicle.
* Understanding of Occupational Health and Safety requirements.
* Understanding of Road Rules and NHVR requirements
* Current heavy vehicle driver’s licence.

**TASK** **ANALYSIS**

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

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| **Condition/Activity** | **Constant** | **Frequent** | **Occasional** | **N/A** |
| Manual handling weights – above 10kgs | [ ]  | [ ]  | [x]  | [ ]  |
|  – below 10kgs | [ ]  | [ ]  | [x]  | [ ]  |
| Manual handling frequency | [ ]  | [ ]  | [x]  | [ ]  |
| Repetitive manual work | [ ]  | [ ]  | [ ]  | [x]  |
| Repetitive bending/twisting | [ ]  | [x]  | [ ]  | [ ]  |
| Repetitive kneeling/squatting | [ ]  | [ ]  | [x]  | [ ]  |
| Working with arms above head | [ ]  | [ ]  | [ ]  | [x]  |
| Lifting above shoulder height | [ ]  | [ ]  | [ ]  | [x]  |
| Using hand tools – vibration/powered | [ ]  | [ ]  | [ ]  | [x]  |
| Operating precision machinery | [x]  | [ ]  | [ ]  | [ ]  |
| Close inspection work | [ ]  | [ ]  | [ ]  | [x]  |
| Wearing hearing protection | [ ]  | [ ]  | [ ]  | [x]  |
| Wearing eye protection | [ ]  | [ ]  | [x]  | [ ]  |
| Wearing safety shoes/boots (steel cap) / gum boots | [ ]  | [x]  | [ ]  | [ ]  |
| Wearing other relevant PPE | [x]  | [ ]  | [ ]  | [ ]  |
| Working in dusty conditions | [ ]  | [ ]  | [x]  | [ ]  |
| Working in wet/slippery conditions | [ ]  | [ ]  | [x]  | [ ]  |
| Working with chemicals/solvents/detergents | [ ]  | [x]  | [ ]  | [ ]  |
| Washing hands with soap (hygiene) | [ ]  | [x]  | [ ]  | [ ]  |
| Working at heights | [ ]  | [ ]  | [ ]  | [x]  |
| Working in confined spaces | [ ]  | [ ]  | [ ]  | [x]  |
| Working in chillers (+4 degrees C) | [ ]  | [ ]  | [ ]  | [x]  |
| Performing clerical duties | [ ]  | [ ]  | [x]  | [ ]  |
| Working on a keyboard | [ ]  | [ ]  | [ ]  | [x]  |
| Driving cars and/or trucks | [x]  | [ ]  | [ ]  | [ ]  |
| Other (please specify) | [ ]  | [ ]  | [ ]  | [x]  |

**VARIATION TO CONDITIONS OF EMPLOYMENT:**

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

**AGREEMENT:**

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| I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein. |
| Name (Please print): |
| Signature: | Date: |

**SELECTION CRITERIA:**

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Possess current heavy vehicle licence
2. Skilled in the safe and competent operation of side loading collection vehicles.
3. Relevant experience in the driving and operation of waste collection vehicle.
4. Understanding of Occupational Health and Safety requirements
5. Relevant experience and or ability to learn and operate Councils on board data collection system.