

Position Description

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| Position Title | HR Driver Waste Operations |
| Position Number | WMSO11, WMSO14, WMS013, WMSO19, WMRO01 |
| Directorate | Infrastructure |
| Business Unit/s | Waste & Fleet |
| Reports to | Team Leader |
| Classification | OWA – Level 6 |

Organisational Overview

The City of Stirling is located eight kilometres north of Perth’s central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1200 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling’s core values are:

- Approachable
- Responsive
- Transparent
- Innovative

Reporting Relationships

This position reports to Team Leader.

Position Overview

Objective of position:

- Undertake collections of domestic MGB's under the direction of the Team Leader Domestic Collection in accordance with relevant Workforce Agreement.
- Provide the highest customer service to ratepayers.

Within Business Unit:

- Be able to undertake work with limited supervision in both daylight and periods of darkness.

Within Organisation:

- To provide a high quality of service to internal and external customers.

Position Objectives

- Collect MGB's set out in areas as directed and required by schedule within the City of Stirling with the ability to recognise, diagnose and initiate solutions to rectify issues that arise.
- To drive and operate a Domestic Collection vehicle which requires significant technical ability. Consideration of size and weight of vehicle to operate in difficult areas safely e.g. lane ways.
- Accountable for public safety in relation to the operation of this equipment on the road and in public areas. Knowledge of OH&S principals and responsible for the execution of operational and safety procedures ensuring public safety relating to Traffic management during MGB collection.
- Ability to mentor other employees and undertake training in the use of Domestic Collection vehicle as necessary.
- Ability to undertake work with minimal supervision and operate independently where required including public holidays and weekends in both daylight and periods of darkness.
- Commitment to providing high level of internal and external Customer Service with knowledge of the City's Customer Service principals.
- Take responsibility for maintenance deadlines, pre start checks, reporting repairs to vehicles and adhering to daily procedures.
- Conduct 'in the field' maintenance and setup/adjustments as authorised by the Supervisor Waste Services and Workshop Supervisor.
- Ensure all new and special assistance services involving exiting the vehicle and entering private property are collected.
- Identify and report un-repairable bins to Team Leader Domestic Waste.
- Placement of noncompliance stickers on residential MGB's due to overweight, no access or overfilling of bins.

- Clean up spills that occur during lifting of MGB's.
- Undertake MGB lid and wheel repairs while on the round.
- Record work hours and repair/incident details against scheduled collections.
- Provide backup as required to others experiencing difficulties in completing rounds to develop an effective working team.
- Assist in other areas within Waste Management as required.
- Ensure vehicles are kept clean and presentable at all times.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Perform other duties as directed.

Selection Criteria

| Qualifications/Education Level | |
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| Year 12 Graduation or trade qualification. | Desirable |
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| Mandatory Certificates, Licences, Tickets, Memberships, Registrations | |
| Current & valid Safety Awareness Training Certificate. | Desirable |
| Certificate in Basic traffic management. | Desirable |
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| Knowledge, Skills, Experience & Abilities | |
| Ability to consistently demonstrate the behaviours as outlined in the City of Stirling Competency Framework in accordance with Cluster descriptors relevant to the position. | Essential |

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| Competent to work under minimum supervision. | Essential |
| Significant organisational and scheduling skills. | Essential |
| Strong interpersonal, meeting, written and verbal communication skills. | Desirable |
| Understanding and knowledge of waste industry collection, recycling and disposal principals. | Desirable |
| Understanding and knowledge of customer service principles and practices and commitment to providing highest level of internal and external customer service. | Essential |
| Understanding and knowledge of occupational health and safety principles and practices and an ability to promote and maintain a safe work environment. | Essential |
| Able to read maps and plans with knowledge of City of Stirling suburbs. | Desirable |
| Ability to use two-way radio. | Desirable |
| Cooperative outlook and able to work as part of a committed team. | Essential |
| Extensive experience in driving/operation Solo Domestic Collection vehicles and complex plant / equipment with a clean safety record. | Desirable |
| Previous experience operating large plant in the urban environment. | Essential |
| Other | |
| Other | |
| National Police Clearance (under 3 months). | Essential |
| Current HR Driver's Licence | Essential |

Office use only

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| Position Creation Date | Date | 1 June 2015 | Officer | Supervisor Waste Services |
| Last reviewed/Modified | Date | 10 January 2025 | Officer | Team Leader |