

Job title: Recycling and Waste Centre – Driver/General Hand/Operator	
Classification: Band 3 Annualised	Effective Date: Month August 2024
Reports to: Coordinator Recycling and Waste Centre	Tenure: Permanent

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



WHITEHORSE CITY COUNCIL

Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The position is to support the safe and efficient operation of the Whitehorse Recycling and Waste Centre (Centre) through the provision of heavy combination vehicle driving, customer assistance, pit supervision and site and vehicle maintenance services.

Key Responsibilities

Position Specific Responsibilities

Service Delivery

- Supervise the general unloading of waste at the waste pit.
- Ensure the Centre is kept clean and free of litter.
- Use the wheel loader to push rubbish into waste pit.
- Transport waste to landfill in heavy combination vehicles in accordance with the Mass Management NHVA Accreditation.
- Operate a front-end loader, track loader, forklift and other plant and equipment for pit operation and site maintenance.
- Direct customers to appropriate unloading areas and assist with any queries.
- Ensure all customer interactions are conducted in a courteous, polite and professional manner. This requirement extends to other road users when transporting waste.

Safety

- Support and encourage safe and efficient customer movements and activities at the waste pit and address any unsafe behaviour.
- Maintain radio contact with track loader operator when doing pit supervision duties.
- Report all accidents and potentially hazardous incidents to the Supervisor and / or Coordinator.
- Carry out tasks in a safe manner and in accordance with all documented procedures.
- Drive in a safe manner and adhere to all road rules at all times and or operate all plant and equipment in accordance with safe operating procedures.
- Record incident details in daily log book.
- Routine maintenance of plant and equipment.
- Assist in the provision of any maintenance on site within skill level.

Plant and Equipment Management

- Ensure all prestart maintenance checks are properly carried out and all fluid levels are added as necessary.
- Liaise with the Supervisor to ensure plant and equipment maintenance is properly programmed and actioned.
- Ensure all plant and equipment is maintained in a safe, neat, tidy and functional condition.
- Wash the plant and equipment as required.
- Replace tyres as necessary.
- Ensure truck, track loader, front end loader, forklift and other plant and equipment is driven/operated in a competent manner.
- Carry out any duties as directed within skill level to assist in the effective operation and aesthetic appearance of the Centre.
- Carry out any administrative duties required of the position.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil

Judgement and Decision Making

- The position has the freedom to make decisions and utilise personal judgement within general guidelines and under routine supervision, relating directly to the effective daily operations of the Centre.

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- A current Heavy Combination drivers' licence, appropriately endorsed, that meets the requirements of VicRoads.

- Competent understanding of truck mechanicals and demonstrated ability to carry out routine maintenance tasks such as changing wheels and lubrication.
- Competent in operating heavy plant including a front end loader.

Qualifications and Experience

Technology

- Basic computer skills.

Interpersonal Skills

- Excellent customer service skills.
- Ability to interact effectively with staff, customers, contractors and management.
- Demonstrated written and comprehension skills to ensure the effective and accurate completion of administrative tasks, work instructions and safety guidelines.

Key Relationships:

- The position is required to maintain professional relationships with staff, customers, contractors, management, and the community.

Management Skills

- Ability to portray a positive public image for Whitehorse City Council.
- Self-motivated with the ability to work unsupervised and advise customers.
- Must be able to provide on the job training and instruction if required to train a new driver.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian Heavy Combination driver's licence.

Key Selection Criteria

1. A current Heavy Combination driver's licence, appropriately endorsed, that meets the requirements of VicRoads. Significant and demonstrated experience in driving a heavy combination articulated vehicle.
2. Competent understanding of truck mechanics and demonstrated ability to carry out routine maintenance tasks such as changing wheels and lubrication.
3. Competency in operating a front-end loader, forklift or other similar plant and equipment.

4. Understanding of and ability to maintain a safe environment of a shared public access and work space.
5. Ability to provide effective and courteous face to face customer service.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Changing tyres.	Intermittent, as required.	
Hand/Arm Movement Tasks involve use of hand/arms	Operating trucks, plant, sweeping, use of shovels	Could be the whole day.	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	General collection and moving of objects.	Varied intervals	
Standing Tasks involve standing in an upright position	Can vary depending on duties. Driving trucks predominately sitting, yard work predominately standing.	Could be the whole day	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	Cleaning debris from tops of trailers.	Up to 30 minutes of sustained movement.	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Sweeping and cleaning in the yard.	Varied intervals with short walking events and other postures.	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	N/A	Varied intervals with short walking events and other postures.	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	Sweeping	Varied intervals with short walking events and other postures.	
Keyboard Duties Tasks involve sitting at workstation and using computer.	Online training.	Could be up to 2 hours at a time.	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Required for reading car registrations and accurately entering into weighbridge software	All the time	

Any other relevant comments: