



## POSITION DESCRIPTION

<b>Position Title</b>	<b>Waste Services Operator</b>
<b>Position Code</b>	<b>1278</b>
<b>Business Unit</b>	<b>Infrastructure Services</b>
<b>Work Group</b>	<b>Waste Services</b>
<b>Position Classification</b>	<b>Band 3</b>
<b>Effective Date</b>	<b>July 2020</b>

### Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

### Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1. Position Objectives

To provide a quality waste and organics collection services for rural and urban residences and businesses on Council's waste collection routes.

### 2. Working Relationships

Reports to	Team Leader Waste
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### **3. Key Responsibilities**

3.1 Carry out duties in the area of waste management, landfill, organic processing and transfer station operations and other units as required, ensuring Councils policies, procedures and guidelines are followed.

3.2 Collect, domestic and commercial waste and organics in an efficient, safe and productive manner, in accordance with local and Victorian law and traffic regulations.

3.3 Carry out waste and organic collection duties in a safe and professional manner on rural and urban waste and organic collection routes, emptying mobile litter bins and street litter bins as required, to act as primary link in the field on daily waste collection matters and report issues to the senior waste operator.

3.4 Monitor plant and equipment by ensuring daily checks, pre start checks and services are performed and liaising with the Team Leader- Workshop for servicing and maintenance requirements. Maintain vehicles used in a neat clean condition.

3.5 Maintain diary and waste management records, complete time and plant log sheets, ensuring that labour and plant hours are recorded, ability to occasionally provide on the job training and guidance.

3.6 Liaise with the Coordinator and other Waste Management personnel to ensure waste management programs are coordinated, standards are achieved and resources are efficiently and effectively utilised.

3.7 Other duties as reasonable requested.

### **4. Core Physical Requirements**

4.1 Capacity to sit/drive, operate plant & equipment for long periods.

4.2 Capacity to bend the knees; step up and down from plant & equipment frequently.

4.3 Capacity to walk / negotiate uneven, hard and sloping ground.

4.4 Capacity to turn the head left, right &/or forward frequently.

4.5 Capacity to work outdoors in all weather conditions.

4.6 Capacity and flexibility to twist at lower back.

### **5. Accountability and Extent of Authority**

5.1 Authorised to carry out waste and organic collection duties on rural and urban waste and organic collection routes, emptying mobile litter bins and street litter bins, accountable for the safe and competent driving and operation of side loading waste compaction units.

5.2 Authorised to determine, as required, the appropriate response or action required for a range of waste collection issues including compliance with waste management specification and Regulations of material left for collection.

5.3 Accountable for the correct estimation of quantities of waste and recyclable materials at transfer stations and authorised to apply fees in accordance with council policy.

5.4 Accountable for fulfilling obligations under the Occupational Health and Safety Act and Councils Occupational Health and Safety Policy.

5.5 Accountable for the maintenance of accurate records, including diary, waste records, time sheets and plant logs, ensuring daily routine maintenance is preformed and faults & services requirements are reported.

5.6 Authorised and accountable for the safe operation of side loading waste compaction vehicles, and other plant and equipment.

## **6. Judgement and Decision Making**

6.1 The collection routes are established; personal judgement will be required in the operation of waste compaction vehicles and in the collection of litter bins, tasks are undertaken using established procedures, however the operator is responsible for determining on a daily basis the appropriate response or action requires to deal with particular situations/ conditions encountered in the field ensuring OH & S co.

6.2 Transfer station fees and charges are set. Judgement will be required in determining size of loads and application of the appropriate fees.

6.3 Guidance and advice is always available within the time available to make a choice.

## **7. Knowledge and Skills**

## 7.1 Specialist Skills and Knowledge

- 7.1.1 Demonstrated ability to safely operate vehicles up to and exceeding 22.4 tonne G.C.M and competently drive and operate side loading waste compaction units, hook lift truck and front end loader.
- 7.1.2 Ability to determine waste volumes and charge appropriate fees, developed observation skills to ensure all potential hazards are recognised.
- 7.1.3 Ability to document and maintain accurate records.

## 7.2 Management Skills

- 7.2.1 Ability to reach objectives within a time frame, ability to work with limited supervision.
- 7.2.2 Ability to effectively and efficiently utilise resources, ability to reach objectives within a time frame.

## 7.3 Interpersonal Skills

- 7.3.1 Ability to understand and follow written and verbal instructions.
- 7.3.2 Ability to work with and gain cooperation from other staff and customers, ability to occasionally provide on the job training and guidance.
- 7.3.3 Ability to work cooperatively with other team members.

## 8. Qualifications and Experience

- 8.1 Extensive experience in the operation of vehicles up to and exceeding 22.4 tonne G.C.M and demonstrated ability to competently drive and operate side loading waste compaction units.
- 8.2 Competency and experience in driving and operating hook lift truck and front end loader.
- 8.3 Current Driver Licence - Heavy Rigid (unconditional).
- 8.4 Developed observation and problem solving skills.
- 8.5 Ability to meet objectives within a time frame.

## 9. Key Selection Criteria

- 9.1 Extensive experience in the operation of vehicles up to and exceeding 22.4 tonne G.C.M and demonstrated ability to competently drive and operate side loading waste compaction units.
- 9.2 Competency and experience in driving and operating hook lift truck and front end loader.
- 9.3 Ability to determine waste volumes and charge appropriate fees.
- 9.4 Developed observation and problem solving skills.
- 9.5 Ability to meet objectives within a time frame.
- 9.6 Demonstrated ability to work cooperatively as part of a team.
- 9.7 A commitment to safe work practices and procedures.
- 9.8 Current Driver Licence - Heavy Rigid.

**Authorised by: Director – Infrastructure Services**

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**Date:**

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**Employee's Signature:**

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**Date:**

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