

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Kerbside Waste Collection	3438
CLASSIFICATION	ANZSCO CODE
Band 3 (Annualised)	899611
DEPARTMENT	DIVISION
Waste and Street Cleaning	Infrastructure and Environment
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement no. 9 2023	Depot

Position Objectives

- To work as part of a Waste and Recycling Collection team, to provide a cost-effective and quality service to residential tenements and other properties as required.
- All operations are to be carried out with a high level of public safety and in accordance with the Unit's adopted operating procedures.

Key Responsibility Areas

Service Requirements

- Participate as per Annualised Band 3B and overtime requirements as outlined in the City of Ballarat Enterprise Agreement.
- Report to the Supervisor Waste Services and take direction from the Leading Hand regarding duties, locations, and requirements of daily activities.

Collection and Disposal

- Take responsibility for a nominated collection vehicle (G.V.M. 13.3 – 24.0 Tonne).
- Collect eligible mobile garbage bins presented kerbside.
- Required to obey all Road Traffic Regulations and Council procedures when in charge of the vehicle.
- Operate bin lifting equipment and compaction mechanisms in accordance with manufacturers specifications and City of Ballarat's operating procedures.
- Ensure that public safety overrides any other consideration during operations.
- All collection operations must be carried out in conformance with Occupational Health and Safety requirements.
- Deliver the collected waste to a nominated disposal or transfer site in accordance with site operating procedures.
- Opportunities to provide training on ad hoc basis to new / upskilling drivers (training allowance is applicable).
- Identify any safety hazards and where possible propose methods of minimising and eliminating those hazards.
- Report any vehicle or equipment maintenance requirements to the Supervisor Waste Services at the earliest opportunity. Mechanical failures are to be reported immediately.
- Undertake vehicle maintenance checks and maintain the compactor body and vehicle generally in a clean condition and complete all necessary documentation.

Customer Service

- Ensure all bins handled are done so in accordance with City of Ballarat's procedures and in a manner, which doesn't place any undue wear on the bins.
- Place information stickers on bins that do not conform with City of Ballarat's Local Laws or collection procedures.
- Assist with resident enquiries as necessary in a courteous and informative manner.
- Keep all necessary records and customer enquiries not dealt with and refer to Supervisor Waste Services for action as soon as possible.
- Maintain high quality public relations in all dealings with the public, ratepayers, contractors, Government Authorities, and other stakeholders.

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REPORTS TO:	DIRECT REPORTS:
Supervisor Waste Services	N/a
ORGANISATIONAL RELATIONSHIPS	
Internal:	External:
Waste and Street Cleaning Operations Business Unit City of Ballarat employees	General Public Contractors Ratepayers

Accountability and Extent of Authority

- Responsible for driving the collection vehicles and for collecting and emptying bin at the kerbside.
- Responsible for the proper and safe use of collection equipment.
- Expected to give accurate advice to ratepayers as authorised.
- Responsible for the safe and timely disposal of waste, recycling and green waste collected.
- Responsible, as part of a team, to deliver an agreed level of service to customers.

Judgement and Decision Making

- Required to know Occupational Health and Safety requirements of the job.
- Required to accurately assess whether bins left at the kerbside conform with City of Ballarat's local laws.
- Required to provide advice to the Supervisor Waste Services on work practices as part of a team.
- Ensure all aspects of work are carried out in a manner that complies with all relevant safety guidelines.
- Sound personal judgement is displayed in delivering a waste collection service to the community.

Specialist Skills and Knowledge

- Sound knowledge of equipment capability.
- Ability to utilise compaction and lifting equipment.
- Ability to competently take charge of a 13.3 - 24 tonne vehicle.
- A sound knowledge of applicable statutory and practice requirements for the work.
- Ability to work within a heavy traffic environment in accordance with safe working procedures.

Management Skills

- Accurately complete paperwork including timesheets, checklists, and logs etc.
- Organised work and manage time with minimal supervision.
- Convey advice and give direction as required.
- A commitment to the establishment of the success of the section as a fully functioning business.
- A commitment to the on-going safety of all fellow workers in the section.

Interpersonal Skills

- The ability to work as a positive and productive member of a team to achieve desired outcomes.
- Able to communicate clearly to and gain the co-operation of other employees.
- Ability to provide customer service to internal and external customers by responding in a positive and professional manner.
- A preparedness to work flexible work hours.

Qualifications and Experience

- A current Heavy Vehicle Licence.
- Considerable experience with medium to heavy truck operation.
- Demonstrated experience with bin lifting and vehicle compaction equipment.

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices as soon as possible.

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- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated ability to champion, model and promote the corporate values.
- Proven ability to provide high quality work within time constraints.
- Proven high level of skill and appropriate background in the application and use of waste collection vehicles.
- Demonstrated ability to work as a positive member of a team.
- Demonstrated customer service skills and experience.
- Demonstrated understanding and knowledge of local government or transport works practices.
- Sound understanding of the Occupational Health and Safety Act.
- An Australian Heavy Vehicle Victorian Driver's License is essential.

City of Ballarat Core Values

<p>We are honest and transparent</p>  <ul style="list-style-type: none"> • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest. 	<p>We are accountable</p>  <ul style="list-style-type: none"> • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect. 	<p>We value everyone</p>  <ul style="list-style-type: none"> • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation. 	<p>We work with and for our community</p>  <ul style="list-style-type: none"> • We seek to understand our community's needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably. 	<p>We work together</p>  <ul style="list-style-type: none"> • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other.
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The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:	Signature:	Date:
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