

Truck Driver/Operator POSITION DESCRIPTION



Position Number:	2094
Department:	Regional Services
Section:	Rockhampton Regional Waste and Recycling
Unit:	Collections
Position Status:	Permanent Full Time
Classification:	Level 4/5 - Rockhampton Regional Council Waste and Recycling Certified Agreement 2022
Reports To:	Coordinator Waste and Recycling Collections
Revised:	April 2021

General Position Statement

This position supports Council's direction by providing a collection and processing waste service within the Rockhampton Regional Council's designated collection areas in an effective and efficient manner ensuring the development of good working relationships with all staff and the public.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Empty mobile waste bins on a day-to-day basis according to specified refuse collection routes throughout the Rockhampton region.
 - Disembark from vehicle to collect, empty bins and return bins.
 - Operate machinery to collect waste in accordance with operating procedures.
 - Carry out general labouring duties as required.
 - Read, understand and carry out basic instructions and submit relevant reports in the area of responsibility i.e. truck inspections.
 - Report all identified defects including any vehicle and equipment safety concerns to the supervisor at time of awareness.
 - Conduct regular maintenance and cleaning of machinery and equipment.
 - Conduct daily safety checks of vehicles, plant and equipment and record findings on daily check sheets.
 - Accurately complete timesheet daily and all required paper work.
 - Process customer requests by delivering new and replacement bins.
 - Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
 - Undertake other relevant duties as directed, consistent with skills, competence and training.
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Position Requirements

Truck Driver/Operator POSITION DESCRIPTION



Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated experience and ability to independently operate a Single Driver (side loading) Waste Collection Vehicle.
- Ability to operate In-Vehicle Management System for waste collection and routing in order to successfully complete waste collection routes to schedule.
- Working knowledge and experience in the operation and maintenance of small machinery, hand tools and two-way radio.
- Sound knowledge of local laws and legislation (Heavy Vehicle National Law) relevant to the area of work.
- Sound level of numeracy and literacy skills.
- Sound skills in safe work practices including risk assessments, manual handling and the ability to follow WH&S procedures and policies.
- Capacity in working harmoniously and productively in a multi skilled work team.
- **Communicate Effectively** – Ability to communicate with others verbally and in writing to meet requirements of the role.
- **Teamwork and Collaboration** – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- **Goal Setting** – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- **Time Management** – Ability to plan and organise tasks/work to meet objectives of the role.
- **Problem Solving** – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- **Decision Making** – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- **Manage Risk** – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- **Deliver Excellent Customer Service** – Ability to meet customers' expectations around safety, time, cost and quality.
- **Focus on Continuous Improvement** – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- **Adaptable to change** – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

Qualifications

- Hold a Construction Industry (White Card).
- Ability to legally operate a motor vehicle under a "HR" Class Licence (Side Loader, Rear Loader, Flat Tray)

Desirable Qualifications and Experience

- Ability to legally operate under a 'FL' Forklift Licence.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and

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customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.

- *Code of Conduct* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

Additional Requirements

- Ability to work in an outdoor environment.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised in accordance with Council's Occupational Risks and Immunisation Register.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager RRWR
Signature:	
Date:	
Signature:	
Date:	