

Position Description



Job Details

Job Title: Truck Driver – Trade Waste, Parks, Be Tidy Bins
Reports to: Cleansing Ops Supervisor
Group: City Operations
Position Number: EP0080, EP0085
Grade: B
Date: October 2018
Objective Doc Ref:

Position Purpose/Job Summary

The Truck Driver position collects and removes waste and recycling from designated commercial and industrial areas to contribute to a cost effective and efficient waste collection service in the Fairfield City Council.

Selection Criteria - Knowledge, Skills, Qualifications and Experience required

Essential

- HR driver's license.
- Experience in truck driving.
- Ability to work cooperatively within a team environment.
- Manual Handling experience.

Desirable

- Knowledge of compaction systems and operations.
- Experience in bin maintenance.
- Experience in the operation of link tip trucks.
- Experience in the use of hydraulic systems.
- Experience in the recording of statistical information.

Key Accountabilities – Position Specific

1. Remove waste from council and non-council facilities (including Be Tidy bins) and residential tower buildings to contribute to efficient waste collection services in the Fairfield City Council area.
2. Remove recyclables and waste from Trade Waste customers to contribute to efficient waste collection services in the Fairfield City Council area.
3. Operate Council's rear-loading garbage truck, to collect garbage from the City's industrial and commercial areas.
4. Conduct safety check and starting procedures on truck to prepare vehicle for operation and to ensure road worthiness.
5. Complete daily safety inspection check list and report any faults/repairs found to ensure

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roadworthiness of vehicle and equipment.
6. Transport and dispose of waste at the waste disposal depot to enable emptying of garbage truck and continuation of route services.
7. Completion of accountable documents and records (e.g. log books, repair slips, weighbridge tickets, fuel docketts, etc) to ensure that accurate records are kept and delivered to appropriate staff within agreed time constraints.

Key Accountabilities – Core	
1.	Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2.	Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council.
3.	Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time.
4.	Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council.
5.	All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

Reporting Relationships
Direct: Nil No. of Indirect: Nil

Key Relationships	
1 Internal	
Communicating with	Nature of Communication
Cleansing Ops Supervisor	Daily to discuss work requirements.
Trade Waste Officer	Daily to discuss work requirements.
Workshop	As required to notify repairs when needed
Stores	As required to order and receive supplies
Key Relationships	
2 External	
Communicating with	Nature of Communication
Customers of commercial and industrial waste branch	Daily in carrying out work required

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Position Dimensions

Not applicable to this position

Decision making Authority & Accountability

1. The City Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1
2. The position works in accordance with the daily collection program and in response to instructions from the Team Leader – Day Shift Operations.
3. The position tasks are clearly defined and follow established procedures.
4. The position works in a team environment and the outcomes are usually defined and understood.
5. The position may be required to resolve problems that relate to the operation of the waste collection vehicle, traffic circumstances and the collection program.

Problem Solving

Challenges facing this position include:

- Driving a garbage truck within residential, commercial and industrial areas given the need to maintain constant awareness of pedestrians, parked cars and traffic safety and requirements.
- Meeting schedule, route and productivity requirements given the number of variants that can impact this.

Competencies

Performance in this role is also assessed on 'how' staff achieve their goals, based on the same behavioural expectations for all staff. An individual Work Plan, based on your position description will be established in partnership with your supervisor. Your supervisor will meet with you on a regular basis to ensure that you are performing as expected or assign some training to improve performance if needed.

Signature

Employee:	Signature	Date
Authorised by: (Manager)	Signature	Date