



POSITION DESCRIPTION

Waste Disposal Driver

Incumbent:	Vacant
Department:	Infrastructure
Location:	Depot / Ararat Transfer Station
Reports to:	Waste & Rapid Response Supervisor
Employment Status:	Full-time
Award Classification:	Band 4
Prepared by:	Human Resources Lead
Approved by:	Chief Executive Officer

Position Summary

The waste disposal driver is responsible for the collection of kerbside bins/bulk verge collections within the Council municipality, operating HR trucks with side arms along with other general duties as required.

The role will provide a safe and effective waste management service that is responsive and customer service focussed which contributes to the overall delivery of a healthy urban and natural environment.

Key Responsibilities

- Drive and operate various waste collection vehicles in urban, residential, and rural areas in accordance with Council's policies and procedures and applicable regulations, laws, and other instruments as required.
- Conduct pre and post-vehicle safety inspections to ensure vehicles are safe to operate and report all mechanical issues as per Council procedures.
- Competently operate mobile computer devices, technology, and Council applications, including future technology enhancements.
- Collect all waste bins and/or scheduled Council kerbside clean-ups presented along allocated routes in line with Council's service guidelines and service levels.
- Assist with training new drivers in the safe operation of plant and equipment and familiarising themselves with designated routes.
- Work with supervisor and support staff to plan and prioritise collections and workloads to ensure safe operations and minimise risks.
- Utilise onboard computer technology systems to support safe operations and service delivery and to monitor contamination or service reporting.
- Monitor onboard cameras and truck mirrors at all times to ensure safe operation of the vehicle.
- Report all incidents and accidents via Council procedures, including damage to bins or private property, spills, and other specific environmental elements that impact on the community.
- Complete all relevant paperwork and reporting as required.
- Provide a high level of maintenance and care to plant and equipment.
- Conduct minor daily vehicle maintenance tasks as required to the skills and competencies held and associated with the role.
- Participate in toolbox meetings, safety discussions, and process improvements.
- To work as an active member of the team.
- Maintain regular attendance and actively participate in performance review, feedback, coaching and development discussions to support accountability, continuous improvement and the achievement of role expectations.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework, and OH&S Policy.



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- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.

Accountability & Extent of Authority

- Exercise discretion within standard practices and processes, undertaking and implementing quality control measures.
- Provide supervision, direction, and on-the-job training to supervised employees.

Judgement & Decision Making

- Use judgment and problem-solving skills to resolve issues that arise during the operation of the vehicle including traffic and road conditions.
- Guidance and advice are always available.

Specialist Knowledge & Skills

- Technical and practical ability with an understanding of the safe and competent operation of very heavy mechanical plant and equipment, practices, and techniques.
- Ability to interpret maps basic technology.
- Ability to apply problem-solving techniques that will lead to positive outcomes for the team.
- Knowledge of relevant road laws and regulations.
- Knowledge and understanding of Occupational Health and Safety policies and procedures and their application.

Management Skills

- Time management skills with an ability to establish individual work priorities to meet the requirements of the team.
- Ability to assist others in their tasks as required.
- Ability to implement customer service standards and practices.

Interpersonal Skills

- Demonstrate capacity to adapt to changing circumstances and flexibility in the approach to meet challenges.
- This position requires the ability to gain cooperation from others in the administration of well-defined activities and in the supervision of other employees where applicable.
- The work may involve solving problems, using procedures and guidelines, and the application of professional or technical knowledge or knowledge acquired by experience.
- Ability to deal politely and courteously with others.
- Ability to work as part of a team and cooperate with other staff.

Qualifications & Experience

- HR driver's license.
- Demonstrated experience operating heavy vehicles.
- Understanding of and adherence to Safe Operating Procedures.
- Demonstrated strong customer service focus, conscientious and reliable.

The following certificates are required but can be obtained following commencement.

- Level 2 First Aid certificate

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the Chief Executive Officer		