

Position Description

Truck Driver – Domestic Waste

Position Details

**Position Title** Truck Driver – Domestic Waste

**Classification** EMRC Remuneration Band – L4

**Position Number** A0236A

**Basis of Employment** Full Time

**Team Name** Operations - Hazelmere Resource Recovery Park Team

Position Objectives

* Assist with the day to day operation of the Regional domestic waste collections and associated activities.
* To safely and efficiently operate rear and side loader vehicles to collect domestic waste and recycling bins from verges adhering to all applicable WHS policies, procedures and regulations.

Organisational Values

The EMRC’s values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

**Excellence** Striving for excellence through the development of quality and continuous improvement.

**Recognition** Valuing employees in a supportive environment that focuses on their well-being.

**Innovation** Focus on innovative approaches in projects and service delivery.

**Responsiveness** Dynamic and flexible service delivery.

**Integrity** Accountability and consistency in all that we do.

Leaders ensure that the organisation’s values are created and sustained by establishing the Council’s strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

Key Duties / Responsibilities

Position Responsibilities

**Plant Operating/Truck Driving Responsibilities**

* To safely and efficiently operate rear and side loader vehicles to collect refuse, FOGO and recycling bins from verges within prescribed area.
* To safely and efficiently operate vehicles, plant and equipment to collect bulk waste from verges within the prescribed area.
* Complete prestart truck and equipment inspections and follow all safety procedures prior to commencing shift.
* Communicate as required with the Team Leader and other EMRC employees.
* To safely and efficiently assess bin integrity and repair or replace bins within the prescribed area.
* Safely and efficiently undertake bin deliveries as required.
* To provide good representation for the EMRC at all times, particularly when on a collection round and working with the public.
* Work within all operational areas of the Operations Team as required.

Work Health and Safety (WHS) Responsibilities

* Comply with all Statutory requirements.
* Take reasonable care to ensure their own safety and health whilst at work and that of others.
* Consult and cooperate with Management on matters of Work Health and Safety.
* Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
* Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
* Use personal protective equipment (PPE) as required.

Organisational Responsibilities

* Ensure all documents are created, stored and maintained in accordance with the organisation’s electronic Document Management system requirements.
* Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
* Actively seek and report on methods of improving systems of work to ensure continuous improvement.
* Respond to organisational initiatives and assist in the development of the EMRC as directed.
* Represent the EMRC in a responsible and professional manner at all times.
* Comply with the policies and procedures of the organisation at all times.
* Properly organise and manage working time to ensure efficient productivity.
* Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills base.

Position Requirements

Competencies

* Effective communication and interpersonal skills.
* Demonstrated ability to work within a busy team environment.
* Ability to follow processes and procedures, such as completing prestart forms and defect reports.

Experience

* Experience in operating rear and side loader vehicles for refuse, FOGO or recycling bin services.
* Experience and knowledge of safe and efficient operation of heavy vehicles.

Qualifications

* Appropriate plant operating competency certificates.
* Current and valid WA HR Drivers Licence (or equivalent).

Organisational Relationships

**Responsible to** A0223A – Team Leader Collections

**Supervision of** N/A

**Internal and External Liaison Internal** EMRC Management and Employees

 **External** Member Council employees

 Members of the general public

 Schools, educational institutions and research organisations

 Environmental community, not for profit and industry groups

 Relevant State and Federal Government departments and agencies

 Professional associations and communities of practice

 Suppliers, contractors and consultants

Extent of Authority

* This position operates under direct supervision and has the authority to act within predetermined guidelines, EMRC policy and as delegated.

Selection Criteria

**Essential**

* Appropriate plant operating competency certificates.
* Current and valid WA HR Drivers Licence (or equivalent).
* Current National Police Clearance (no older than 3 months).
* Effective communication and interpersonal skills.
* Demonstrated ability to work within a busy team environment.
* Ability to follow processes and procedures, such as completing prestart forms and defect reports.

**Desirable**

* Previous side loader and/ or rear loader waste collections experience.

Hours of Duty

* Ordinary hours of work are 5:00am to 10:00pm, Monday to Sunday, including public holidays in alignment with the *Local Government Award 2020.*
* It is a requirement of the position to work a weekend day when the collections calendar slides due to public holiday closures.
* All weekend hours and hours worked on a public holiday will be paid at the appropriate penalty rates.

Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

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| Name of Employee |  |  |
| Signature of Employee |  |  |
| Date |  |  |

**Date Last Reviewed** March 2024

**Reviewed** Senior HR Advisor

**Updated** Senior HR Advisor

**Approved** Manager Human Resources