



POSITION DESCRIPTION WASTE COLLECTION DRIVER

PRINCIPAL OBJECTIVES

Responsible for the collection and disposal of waste.

- 1. POSITION TITLE:** Waste Collection Driver
- 2. REPORTS TO:** Coordinator Resource Recovery & Waste
- 3. LEVEL:** M4A
- 4. AWARD/AGREEMENT:** City of Melville Over Award Classification
- 5. POSITIONS REPORTING:** Nil



6. PRINCIPAL RESPONSIBILITIES & DUTIES:

- Ensure all waste (including commercial, litter bins and domestic rubbish, recycling and verge) is removed from verges and other locations
- Return waste bins after collection as per City of Melville procedure as updated
- Operate waste trucks and other equipment as qualified to assist in waste collection
- Report any property damage or incidents to the relevant Team Leader or Coordinator
- Responsible for identifying and acting to prevent any specific handling/safety issues arising whilst undertaking the physical collection of materials
- Take appropriate action in line with established policies and practices with the aim of maintaining a strong customer service
- Assist to review, develop and maintain systems, policies and procedures, monitor workflows and conduct evaluations to ensure continuous improvement of the City's Business Management System
- Work proactively within the organisation to promote, support and adhere to a holistic Safety, Health, Environment & Quality culture and associated policies and procedures
- Demonstrate behaviours that reflect the organisations values and supports cross functional teams and meets customer and organisational needs
- Required to comply with all relevant environmental legislation, regulations and standards
- Assist with the implementation of Quality Assurance Principles including identifying improvements
- Required to participate in Continuous Improvement Teams and Audit Teams
- Undertake other tasks as requested within scope and level of position
- Act as Resource Recovery & Waste Team Leader as required

CORPORATE COMPETENCIES:

- Application of Equal Employment Opportunity & Code of Conduct
- Application of Customer Service Standards
- Application of Safety and Risk Systems
- Application of Business Excellence

7. ESSENTIAL QUALIFICATION AND LICENCES:

- Essential - Current 'C' and 'HR' Class Drivers Licence

8. EXPERTISE – KNOWLEDGE & EXPERIENCE:

- Demonstrated experience in Waste collection in an urban environment
- Waste fleet maintenance experience (lift arm cleaning, greasing maintenance and defect identification)
- Knowledge of Occupational Safety & Health Standards

9. SKILLS:

- Ability to work in a team environment
- Map reading and navigation skills
- Sound literacy and numeracy skills
- Sound communication and customer service skills

10. JUDGEMENTS:

- This position works with limited supervision and is governed by work practices, standards and procedures