

POSITION DESCRIPTION



Date: 07 June 2019

1. Position Identification

Title:	Rubbish Truck Driver				
Position Number:	PE.RE.41	Level:	4	Agreement:	Shire of Exmouth Enterprise Agreement 2017
Department:	Development Services				
Section:	Engineering				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Supervisor Works
Internal relationships:	Human Resources Development Services Executive Managers CEO All Staff
External relationships:	General Public Government and Non-Government Agencies
No of Direct Reports:	Nil

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

Reporting to the Supervisor Works this position is responsible for performing efficient rubbish collection service within the Shire of Exmouth in compliance with all relevant policies and procedures.

5. Key Objectives

Ensure the efficient delivery of waste management services within the Shire of Exmouth in compliance to Council's charges relating to rubbish collection.

Ensure operation and maintenance of relevant plant and equipment within the waste management section of the Development Services department are conducted to a high standard in accordance with operational requirements and procedures.

Maintain effective working relationships with internal and external stakeholders.

Provide support to the landfill site operations as requested.

6. Key Responsibilities

Customer Service

Provide a high level of customer service when dealing with general enquiries and complaints from both internal and external customers and promptly attempt them in a professional and effective manner.

Present a positive image of the Council to the general public.

Waste Management

Ensure the rubbish collection is performed in a timely and professional manner in accordance with operational requirements and procedures.

Work effectively as part of the Engineering team to achieve excellent outcome.

Assist in the operations at the landfill site as required.

Plant and Machinery Operation

Operate the waste truck for the efficient and effective performance of the Council's waste management services.

Perform maintenance of the waste truck on a regular basis and to the highest standard.

Safety & Health

Operate all plant, equipment, appropriate devices and personal protective equipment as instructed and in accordance with Council's policies and procedures.

Other

Any other duties consistent with the level of this position.

7. Behavioural Capabilities

Works to agreed priorities, outcomes and resources and is responsive to changes in requirements.

Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed.

Takes responsibility for completion of work and seeks guidance when required, takes initiative to progress work when required

Seeks self-developmental opportunities, willing to learn new approaches, acquire new capabilities and knowledge.

8. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the OH&S Act 1984 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

9. Other Requirements

Understands the responsibilities of Equal Opportunity and Discrimination legislation in the workplace, supports diversity and a culturally sensitive workforce.

Adheres to the Code of Conduct and other workplace policies and procedures and behaves in an honest, professional and ethical way.

10. Qualifications and Work Experience

Essential

- Hold a current national "HR" class driver's licence.
- Demonstrated experience in the operations of heavy plant and machinery appropriate to this role.
- Sound verbal and written communication skills.
- Demonstrated excellent customer service skills.
- Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable

- Experience in the waste management environment.

Mandatory Requirements

- Valid Australian Work Rights.

11. Authorisation Process

Authorisation Process			
Title:	Print Name:	Signature:	Date:
Manager HR& Governance	Kathleen Fish		
Executive Manager	Keith Woodward		
Employee			

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.