

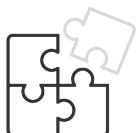
Role Charter

POSITION:	WASTE SERVICES OPERATOR
Reports to:	Team Leader Waste Collection and/or Assistant Team Leader Waste Disposal
Accountable to	Operations Manager Waste Services
Directorate:	City Planning
Date revised:	October 2020

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

Our Guiding Principles are:



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

To undertake a range of waste management services to the community of Maitland including operating side loading waste collection vehicles to service waste bins presented at the kerbside, delivering and repairing bins, providing services at the Mt Vincent Rd Waste Management Centre and operating landfill plant equipment.

To provide a high level of customer service, display a courteous and cooperative manner and portray a positive image of Council at all times.

Core Accountabilities

1. Undertake general waste collection duties including the operation of side loading waste collection vehicles in accordance with adopted work practices and procedures.

2. Assemble, deliver and repair Mobile Garbage Bins efficiently, in a timely manner and to the satisfaction of the customer.
3. Operate equipment and plant at the Mt Vincent Rd Waste Management Centre and ensure resource recovery is optimised and landfilling of waste is minimised.
4. Remove illegally dumped waste efficiently and maximise source segregation of the waste materials.
5. Maintain and clean plant items to a satisfactory condition, undertake daily pre-start inspections and report damage or defects immediately to keep the plant in a safe working order.
6. Provide weighbridge/gatehouse services and maintain accurate transaction records for each vehicle and be responsible for the receipt and safe custody of gate takings on a daily basis.
7. Provide assistance and advice to the public to ensure the correct disposal and recycling of waste.
8. Comply with all relevant legislation and procedures including road laws, WH&S, National Heavy Vehicle Law and Environmental Law.

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

Essential Criteria

1. Contemporary industry knowledge and demonstrated experience in the operation of side loading waste or recycling collection vehicles.
2. Understanding of WH&S in the context of the waste collection industry and operation of heavy vehicles.
3. Proven ability to work productively as a member of a team and contribute to team goals.
4. Demonstrated ability and commitment to achieving a high level of customer service.
5. Current class HR licence.

Desirable Criteria

1. Current licences/tickets including:
 - Traffic Controller
 - Front End Loader (LL) and Skid Steer (LS) operation
 - Safe Work Near Powerline
 - WHS General Construction Induction (White Card)

Date:

Agreed:

Employee Name

Employee signature