

Position Title	Relief Operle
Department	Community Services
Unit	Waste and Cleansing
Team	Waste Operations
Supervises	Nil
Reports To	Team Leader Waste Operations
Grade	D
Date Prepared	23/04/2020
Date Last Updated	10/08/2023

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

To assist and support the Waste Operations team by operating heavy plant and equipment such as rear load garbage compactors or side loaders as directed by Waste Operations Team Leaders in a thorough, professional and cost-effective manner that will meet contractual requirements. Also assist and support the Waste Operations team with Council's bin delivery service.

Accountabilities

- Operation of plant and equipment associated with waste and street cleaning activities including but not limited to rear load garbage compactor, side loader, bin delivery truck and hand held equipment
- Domestic, commercial and public bin collection in line with service guidelines
- Removal of dumped rubbish
- Emergency response request (i.e road spillage, mechanical breakdowns)
- Daily maintenance of plant to ensure safe and efficient operation (i.e fuelling, checking fluids, oils, coolant etc) and reporting on all maintenance issues
- Day to day documentation maintained in a neat, accurate and timeline manner (i.e. break down books)
- Perform and fill out pre and post check list daily
- Comply with the requirements of the Heavy Vehicle National Law and Regulations, including CoR provisions and any other relevant Road Transport and Road Rule legislation in force as required
- Comply with relevant Driver - Work and Rest Hour requirements, keep accurate work and rest hour records, ensuring the vehicle does not exceed any Applicable Speed Limits and any allowable Mass or Dimension limits that applies to the driven heavy vehicle
- Work autonomously and/or within a team environment
- If working in a team, ensure effective communication and work as one team to ensure daily operations are carried out in a safe and efficient manner
- Operate in a safe and efficient manner of rear load garbage compactor, side loader and bin delivery vehicle within the Waste Operations team
- Bin assembly, delivery and retrieval
- Maintain and obey all speed limits and road rules and driving to varied road conditions
- Ensuring compliance with work regulations including wearing approved uniform and use of safety equipment

- Ensuring tasks and schedules are completed to appropriate timeframes and standards
- Adhere to the requirements of relevant safe operation procedures and safe work procedures
- Assist the Operator, Side Loaders in ensuring bins are pulled out ready for collection and returned following collection in a safe and efficient manner
- Assemble and deliver new and replacement mobile garbage bins (MGB) as well as carrying out repairs to existing MGB's
- Other tasks and duties as required

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Trades/ Operational

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Intermediate
	Display Resilience	Foundational
	Act with Integrity	Intermediate
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Safety and Accountability	Intermediate	<ul style="list-style-type: none"> • Follows through reliably and openly takes responsibility for own actions • Understands delegations and acts within authority level • Is vigilant about the use of safe work practices by self and others • Is alert to risks in the workplace and raises them to the appropriate level
Relationships		
Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Results		
Deliver Results	Foundational	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/ resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard

Resources		
Assets and Tools	Intermediate	<ul style="list-style-type: none"> • Uses a variety of work tools and resources to enhance work products and expand own skill set • Ensures others understand their obligations to use and maintain work tools and equipment appropriately • Contributes to the allocation of work tools and resources to optimise team outcomes

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Class HR Drivers licence

Essential Experience

- Experience driving a heavy rigid vehicle

Desirable Qualifications and or Experience

- Experience using rear load garbage compactors or side loader
- Knowledge and experience in the operations of waste and street cleansing activities and knowledge and experience in equipment used to perform such activities
- Traffic control certification
- Fork lift licence

HUMAN RESOURCES USE (SELECT YES OR NO)

YES

NO

Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: HR Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>