

	<b>Fleurieu Regional Waste Authority (FRWA)</b>  <b>Position Description</b>	<b>Form No:</b>	FRM-0118B
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		<b>Issued:</b>	July-2019

## POSITION DESCRIPTION

### 1. Position Details

<b>Position Title</b>	<b>Classification Level</b>
Supervisor Kerbside Collections and Transport	
<b>Work Area</b>	<b>Date Issued</b>
Office WRD Goolwa, all FRWA kerbside collections areas and WRDs	3 January 2019
<b>Reports to</b>	<b>Date Reviewed</b>
Regional Manager Safety, Contracts and Operations	
<b>Supervising</b>	<b>Location</b>
13 drivers (approximately)	Goolwa WRD

### 2. Position Context

#### Position Objectives

- Responsible for managing the team of FRWA drivers
- Provide leadership to staff in achieving safe and best practice waste collection and excellent customer service
- Ensure safe operations and compliance with workplace health and safety and injury management policies and procedures
- Ensure all trucks, plant and equipment is maintained in good working order and in compliance with workplace health and safety requirements
- Provide regular reports on the performance of staff, operations, plant and equipment and waste streams

#### Key Interactions/ Relationships

- A good and productive working relationship with the FRWA team and all relevant stakeholders, including FRWA's Constituent councils and the community as well as external service providers

#### Special Conditions

- The incumbent might be required to undertake some travel within South Australia and interstate and overnight absence from time to time.
- Due to the nature of the position, the incumbent may be required to attend to after- hours call outs as required
- The incumbent might also be required to operate a robotic arm collection vehicle and other plant and equipment from time to time and as the need arises

### 3. Key Responsibilities and Duties

<p><b>Corporate</b></p>	<ul style="list-style-type: none"> <li>– Take an active role in the implementation of equity and diversity principles, Workplace Health &amp; Safety and Injury Management (WHS &amp; IM) policies and procedures and other workplace policies, procedures and regulations</li> <li>– Ensure compliance with FRWA’s policies and procedures</li> <li>– Lead in establishing goals, objectives and outcomes for the work activities</li> <li>– Lead in promoting good relations with all of FRWA’s stakeholders</li> <li>– Establish a culture of ‘can do’ and a supportive team environment</li> </ul>
<p><b>Kerbside Collections and Transport</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>– Set up driver rosters and collection rounds and adjust as required in line with annual leave, sick leave, unforeseen road conditions or truck availability</li> <li>– Ensure WHS and IM Policies and Procedures are understood, followed and implemented by staff</li> <li>– Ensure and monitor compliance with daily collection schedules, collection times, truck weights and associated matters</li> <li>– Ensure safe, timely, efficient and high quality standard operations in waste collection and in house transport operations</li> <li>– Communicate any delays, breakdowns or other issues to the RMO or Executive Officer (EO) and customer service staff if required</li> <li>– Ensure that all bin repairs, replacements and special pick-ups are followed up and recorded</li> <li>– Daily check and sign off of daily run sheets for all kerbside drivers</li> <li>– Check and sign off of timesheets for kerbside drivers</li> <li>– Conduct regular toolbox meetings</li> <li>– Ensure that all RACVs are kept clean and well maintained</li> <li>– Promote and implement good customer relations</li> <li>– Ensure that all pre start and end of day procedures are followed and that any unforeseen repairs and breakdowns are prioritised and coordinated with the Workshop Coordinator</li> <li>– Ensure that trucks are made available to the workshop in accordance with the forward maintenance schedule</li> <li>– Ensure proper financial management and procurement in accordance with FRWA’s policies and procedures,</li> <li>– Work cooperatively with the Regional Manager Safety, Contracts and Operations, Senior Finance Officer and Executive Officer</li> <li>– Ensure that waste collection and transport tasks are delivered to a high quality standard, on time and in accordance with agreed targets and prepare regular reports for the Regional Manager Safety, Contracts and Operations on the performance</li> <li>– Other duties as directed by the EO and RMO, in line with the skills and abilities of the incumbent.</li> </ul> <p><b>Specific Requirements</b></p> <ul style="list-style-type: none"> <li>– Lead in the planning, design and optimization of collection rounds and transport routing</li> <li>– Undertake regular reviews of collection rounds and advise RMO of any</li> </ul>

<b>Accountability</b>	efficiencies that could be gained – Monitor and record condition of RACVs, prime mover, trailers and bins and report faults/defects and plan and coordinate actions
	- For participation in corporate activities as related to the position or as required – For compliance with legislation, FRWA’s policies and procedures with special focus on equity & diversity and Work Health, Safety & Injury Management.

#### 4. Position Skills/Experience/Knowledge Profile

<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>– Demonstrated strong customer service skills and commitment to quality customer service</li> <li>– Good interpersonal skills</li> <li>– Demonstrated ability to work in and lead teams in a demanding operational environment</li> <li>– Ability to work with limited supervision and meet targets and deadlines</li> <li>– Ability to competently and safely operate RACVs and plant and equipment</li> <li>– Ability to implement EEO principles, WHS &amp; IM policies and procedures and participative work practices</li> <li>– Ability to exercise initiative and judgement</li> <li>– Demonstrated ability to present oneself in a professional manner at all times</li> <li>– Demonstrated ability to develop a working environment that is supportive and cooperative</li> <li>– Demonstrated ability to issue and follow written and verbal procedures</li> <li>– Demonstrated ability to use initiative in completing operational and supervision tasks</li> <li>– The ability to work flexible working hours in order to fulfil FRWA’s service obligations</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>– Demonstrated experience in managing large scale operations and associated budgets</li> <li>– Demonstrated extensive experience in heavy vehicle and RACV operations</li> <li>– Demonstrated experience in designing and optimizing waste collection rounds</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>– Demonstrated knowledge of relevant plant and equipment capabilities</li> <li>– Demonstrated knowledge of team based working environments</li> <li>– Demonstrated knowledge of organisational policy and procedures in regards to Work Health and Safety and Injury Management, Equity and Diversity and other workplace regulations</li> <li>– Good knowledge of waste and recycling principles and practice</li> <li>– Good knowledge of contracts management</li> </ul>
<b>Desirable Attributes</b>	<ul style="list-style-type: none"> <li>- Knowledge of FRWA’s operations</li> <li>- The ability to adapt to and implement change brought about by technology and to use technology as aid to achieving the objectives of</li> </ul>

the position.

- The ability to work flexible working hours in order to fulfil FRWA's customer service obligations.

## 5. General

### Training

- On the job training provided
- Contribute to Hazard Identification & Risk Assessment – *essential*
- Ensure a Safe Workplace – *essential*
- Apply Customer Service Skills – *essential*
- Plant and Vehicle Management
- Attend professional development activities as required

### Qualifications

- Current HR licence
- HC licence and tickets to operate other plant and equipment are highly desirable

### Work, Health and Safety

All employees have the responsibility of ensuring nothing is done to make health and safety provisions less effective. In particular, each employee shall:

- Comply with the FRWA Work Health and Safety Policies and Procedures
- Take reasonable care to protect their own health and safety at work
- Ensure that they do not endanger any other person through any act or omission at work
- Ensure that correct use is made of all equipment provided for health and safety purposes
- Obey all instructions issued to protect their own personal health and safety and the health and safety of others
- Ensure that they are not, by the consumption of alcohol or a drug, in such a state to endanger their safety at work or the safety of any other person at work
- Report all accidents, or near misses or hazards, to their supervisor, and report or make such recommendations to their supervisors as they deem necessary to avoid, eliminate or minimise any hazards of which they are aware, regarding working conditions/methods; and
- Maintain their work area in a tidy state

### Special Requirements

- Employees are required to participate in the Personal Development Plan system as determined by management
- This position description is not to be interpreted as totally prescriptive in nature. It is indicative of the type and range of duties and responsibilities which can be expected of the employee, he/she may be required to undertake any other duties and responsibilities deemed necessary for operation reasons

<b>Medical</b>	In order to achieve our objective of creating, promoting and maintaining a safe and healthy working environment, FRWA requires as part of the selection process, employees to undertake a pre-employment medical examination inclusive of a physical capacity test and of drug and alcohol testing
<b>Records Management</b>	All employees are responsible for accurately entering and recording their own records
<b>Equal Opportunity Responsibilities</b>	Demonstrate and promote equal employment opportunity principles in the work place and ensure legislative equal opportunity requirements are adhered to.
<b>Employee Code of Conduct</b>	Adhere and comply with the FRWA Employee Code of Conduct
<b>Other Duties</b>	Other duties undertaken as required within the skill base as directed from time to time

## 6. Relevant Physical Responsibilities

**Location of work:** Office at the Goolwa WRD; this position will require working within all FRWA kerbside collection areas and may require work at any of the four WRDs operated by FRWA. That may include work in the following environments:

Environment	Nil	Light	Average	Constantly
Indoor (office/workshop)			X	
Outside			X	

**Physical activities:** The work is likely to require a certain amount of physical activity, such as:

Activity	Nil	Light	Average	Constantly
Standing		X		
Sitting			X	
Bending		X		
Walking		X		
Repetitive hard work		X		
Heavy lifting (.15kg)		X		

**Plant and Equipment:** This role involves working with or near plant or equipment

Hazard / Activity	Nil	Light	Average	Constantly
Rotating parts		X		
Noisy Environment			X	

Mobile or moving			X	
Strobe or similar lights	X			
Operating plant controls		X		
Driving plant or vehicles		X		
Machinery Vibration		X		
Ability to distinguish between colours		X		
Using hand held tools	X			
Working with irritants, chemicals, fumes and/or dust	X			
Working in hot surroundings		X		

**Other activities:** This role may also include:

Activity	Nil	Light	Average	Constantly
Talking on the phone			X	
Direct contact with people			X	
Working at heights	X			
Working with animals/wildlife	X			

## 7. Conditions of Employment

The terms and conditions in this Position Description are to be read in conjunction with the terms & conditions of the Employment Agreement.

## 8. Agreement

I accept and agree to the duties in this Position Description, I understand that this Position Description is to be read in connection with the terms and conditions as set out in my Employment Agreement and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):	
Signature	Date: