



The City of Joondalup takes pride in being a City that is committed to service delivery excellence and operates under the principles of good governance. To achieve this vision we seek the services of highly motivated staff to join our team and make a difference to the City of Joondalup and its community.

General Hand Waste Services

- Salary: \$48,113.25 per annum (\$925.25 per week)
- Plus up to 14% superannuation (conditions apply)
- 9-day fortnight
- Ref no: 12-017

We are seeking someone who takes pride in their work and enjoys working outdoors.

As part of the waste collection team you will ensure the City's main arterial roads, city centre and public areas are kept free of litter throughout the year. You will also play a key role in maintaining all types of minor waste infrastructure throughout the City. You must have relevant experience in both a scheduled and unscheduled waste collection, have a current 'MR' Drivers Licence and Basic Traffic Management Certificate.

No need to address selection criteria. Further information can be obtained by calling **Chris Hoskisson**, Waste Operations Coordinator on **9400 4352**.

Previous applicants need not re-apply.

To apply, submit your resume and a covering letter online, addressing your knowledge and experience relevant to the role, via our employment page at www.joondalup.wa.gov.au or mail to Human Resources at PO Box 21 Joondalup WA 6919. Applications close on **Monday 20 February 2012**.

Garry Hunt
Chief Executive Officer

Canvassing of Elected Members will disqualify

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	General Hand Waste Services	Level	4
Service Unit	Infrastructure Management Services	Position no.	00232
Directorate	Infrastructure Services	Date Effective	May 2011
Reporting to	Waste Operations Coordinator	Date last updated	May 2011

2. KEY OBJECTIVES

- To work as part of a team collecting litter and general waste on main arterial roads, city centre and other public areas.
- Operate compactor vehicle.
- Record service collection data on waste collection undertaken.
- Directs litter collectors from an operation level when in a crew.

3. KEY ACCOUNTABILITIES

- Ensure all works are undertaken in accordance with adopted specifications, procedures and adopted practices in a productive and timely manner.
- Ensure all work areas are maintained in a safe condition and hazards are controlled and/or reported in accordance with City's protocols and procedures and Occupational Safety & Health legislative requirements.
- Ensure customer service is delivered in a professional and courteous manner.
- Ensure records recorded in an accurate and timely manner.

4. WORK RELATED REQUIREMENTS

ACTIVITIES

Outcome: General Works (50%)

- Undertake pedestrian litter collections in all public areas.
- Undertake removal of waste items from various locations.
- Carry out maintenance and replacement of litter bins in public areas.
- Maintain stores area by implementing basic inventory control of documenting and recording of goods and materials in connection with waste operations.
- Carry out other duties within the scope and level of this position as directed by the Senior Leading Hand, Waste Services.
- Collect, weigh and record items including but not limited to dry cell batteries, fluorescent globes, corks.
- Supervise and instruct co-workers when completing daily tasks (as required).

Outcome: Compactor Truck (50%)

- Undertake daily work programs as directed by the Senior Leading Hand.
- Operate compactor truck and associated equipment to service a range of mobile garbage bins including domestic, recycling, litter, commercial.
- Operation of machinery and equipment in relation to waste collections in accordance with safe operating procedures.
- User maintenance of specialist plant and or heavy vehicle including compactor truck.
- Understand and apply quality control to waste collection.
- Report defects, loss or damage to tools and machinery to the supervisor.

Outcome: Occupational Health and Safety

- Ensure that safe working conditions and practices are in place at all times.
- Follow and comply with all Occupational Safety and Health policies and procedures to ensure personal safety and the safety of others is maintained at all times, including the reporting of unsafe practices or hazards to supervisors or OSH Representatives.

Outcome: Customer Service

- Liaise effectively and positively with ratepayers, residents, members of the public and other employees.
- Provide customer service in accordance with customer service charter.

5. WORK RELATED REQUIREMENTS/SELECTION CRITERIA

Essential Skills, Knowledge, and Experience:

Skills

- Good interpersonal and communication skills to ensure a high level of customer service.
- Basis literacy skills including ability to provide written information in a clear and concise manner on works undertaken.
- Able to work co-operatively within a team environment.
- Ability to follow verbal and written instructions and use initiative where appropriate.
- Ability to read and understand roadmaps and street directions.
- Ability to complete designated work to a high standard.
- Ability to work with limited supervision.
- Ability to supervise others on day to day operational tasks when required.

Knowledge

- Knowledge of municipal waste and recycling collections including an understanding of waste collections and disposal principles.
- The use and basic maintenance of compactor truck and small plant equipment in connection with waste management processes.
- Occupational Safety Health requirements relevant to this role.
- Traffic management principles.

Experience

- Experience in compactor vehicle operation and waste collection.
- Experience in Traffic Management.
- Pedestrian litter collections.
- Litter bin collections in public areas.
- The use of small plant and equipment including trailers and hand tools.

Qualifications

- Current MR Licence.
- Current Traffic Management Certificate.
- Senior First Aid (highly regarded).

6. EXENT OF AUTHORITY

Responsibility and Accountability

- Works under limited supervision individually or in a team.
- Responsible for standard of work performed, including work of other employees, as well as their use of materials, tools, equipment, vehicles and plant.
- Responsible for providing employees under their supervision with on-the-job training and guidance.

Decision Making and Problem Solving

- Problems at this level require employees to use some originality in approach with solutions usually attributable to application of previously encountered solutions or experience.
- Required to make technical and operational decisions relating to own work and safety and safety of the public.

Working Relationships

Limited supervision of others in completing tasks.

7. POSITION DIMENSIONS

NUMBER OF STAFF DIRECTLY REPORTING TO POSITION	0
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