

Employment Information Package Truck Driver / General Hand

This employment package has been designed to assist you with your application, particularly in regard to the information you need to include. Please take the time to read the information carefully before completing your application.

Truck Driver / General Hand (Full Time)

Key duties and responsibilities include:

- Assist site operations for the acceptance, handling and haulage of waste, greenwaste and recyclables.
- Operate Loader. Transfer loader to green waste area for contractor use. Push up trees in green waste area. Move recycling stations as required. Transfer waste in bulk waste area. Load waste into square bins. Spread road base. Load excess waste into silos as required.
- Transfer full and empty silos around site. Hook up truck and trailers for transport off site. Transfer green waste to the greenwaste site in square bins. Liaise with haulage contractor drivers.
- Report to the Site Supervisor on all relevant matters on the operation of the Transfer Station.
- Observe and maintain WMRC safety procedures and policies in work place maintaining a duty of care in all aspects of work. Report all unsafe plant as well as unsafe work practices to the Site Supervisor.
- Work with care for personal safety and that of other persons. Wear PPE as appropriate. Report hazards, accidents, incidents and near misses to supervisor. Co-operate positively in the fulfilment of the health and safety obligations placed on their employer. Assist in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence.

The ideal candidate should demonstrate experience in an operational work environment involving plant, equipment and machinery, a current HR or HC Class Driver's License and demonstrated truck and loader driving skills. You will have good interpersonal and team working skills, and have understanding of and commitment to a safe working environment.

Employment Basis:

- An hourly base rate of up to \$25.00 (including award rate, over award payment and adverse working conditions allowance).
- Up to 15.5% superannuation dependent on co-contribution is offered.

Applications addressing the selection criteria should be received by 4.00pm Tuesday 22nd January 2019.

This document contains the following parts:

- information about the WMRC;
- how to lodge your application;
- the interview process; and
- the position description (includes the selection criteria).

ABOUT THE WMRC

The Western Metropolitan Regional Council (WMRC) provides waste management services to the west central metropolitan area, including to its five member Councils:

- Town of Claremont
- Town of Cottesloe
- Town of Mosman Park
- Shire of Peppermint Grove
- City of Subiaco

The WMRC's principal functions are:

- Operation of the Brockway Road Waste Transfer Station.
- Policy and planning directed at minimising the impact of waste on the environment.
- Communication and education services directed at improving waste practices

Strategic Priorities

Four strategic priorities guide our activities:

1. Reducing the impact of waste on the environment.
2. Providing cost-effective waste management services across the west central metropolitan area.
3. Improving the efficiency of metropolitan waste collection and haulage.
4. Enabling the local community to improve waste minimisation and management performance.

Operations

Waste Transfer Station

WMRC operates the JFR (Jim) McGeough Resource Recovery Facility located at Brockway Rd, Shenton Park, which accepts waste from Councils, commercial customers and residents. The facility provides the following services:

- Waste Transfer Station – residual municipal and commercial waste is consolidated at the facility, loaded into large trucks and hauled for treatment or disposal.
- Bulk Waste – is accepted from Councils and residents.
- Greenwaste recycling – greenwaste is accepted and stockpiled for transport to a local composting facility.
- Problematic waste – household hazardous waste, e-waste, batteries, tyres and asbestos are accepted from residents and sent to processors.

Communications and Education Program

The communications and education team promote the role of the WMRC and enable the community to minimise and manage waste. The WMRC communication and education programs run in collaboration with Member Council staff, volunteers, schools, community groups and others and include:

- Talks, workshops, courses, festivals and events
- Print, online and social media and promotional material
- Promotion of and equipment provision for low waste events
- Provision of school and community recycling services

LODGING YOUR APPLICATION

Applications should include:

- a CV detailing employment history and references, and
- a cover letter addressing each of the selection criteria.

Completed applications should be submitted to:

Electronically

aimee.hynes@wmrc.wa.gov.au

By Post

Aimee Hynes
Manager Operations
Western Metropolitan Regional Council
PO Box 47
MOSMAN PARK WA 6912

By Hand

Aimee Hynes
Manager Operations
Western Metropolitan Regional Council
Wearne House
40 Marine Parade (corner Marine Parade and Warton Street)
COTTESLOE WA 6011

Closing Date

Vacancies are advertised for a specific period and close at 4.00pm on the closing date indicated in the advertisement. Late applications will not be accepted.

THE INTERVIEW PROCESS

If you are selected for an interview, an officer from the WMRC will contact you to organise a time for interview. The interview is an important part of the selection process; and interview questions will be based on the advertised selection criteria for the position.

The Selection Panel will generally consist of two or three members.

During the interview the Selection Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner.

After the Interview

Selection Tests: Preferred applicants may be asked to undertake selection tests.

Conditions of Employment: Prior to any offer of employment being finalised, the recommended applicant may be required to produce original or certified copies of all relevant qualifications and licenses.

POSITION DESCRIPTION

TRUCK DRIVER / GENERAL HAND

LEVEL:

LGIA Level 4 plus over award payment.

HOURS:

76 hours averaged per fortnight, plus overtime as authorised.

SECTION:

Waste Operations.

AWARD / AGREEMENT:

Local Government Industry Award 2010.

REPORTS TO:

Site Supervisor.

SUPERVISES:

N/A.

1. POSITION OBJECTIVES:

1.1 Objective of Position:

Carry out waste operation tasks at Transfer Station safely, efficiently and effectively.

2. KEY TASKS

The Truck Driver / General Hand undertakes the following key tasks:

- 2.1 Assist site operations as required for waste, greenwaste and recyclables acceptance, handling and haulage.
- 2.2 Transfer full and empty silos around site. Hook up truck and trailers for transport off site. Transfer green waste to the greenwaste site in square bins.
- 2.3 Operate Loader. Transfer loader to green waste area for contractor use. Push up trees in green waste area. Move recycling stations as required. Transfer waste in bulk waste area. Load waste into square bins. Spread road base. Load excess waste into silos as required.
- 2.4 Report to the Site Supervisor on all relevant matters on the operation of the Transfer Station.
- 2.5 Liaise with haulage contractors.

- 2.6 Observes and maintains WMRC safety procedures and policies in work place maintaining a duty of care in all aspects of work.
- 2.7 Reports all unsafe plant as well as unsafe work practices to the Site Supervisor.
- 2.8 Works with care for personal safety and that of other persons. Wears PPE as appropriate. Reports hazards, accidents, incidents and near misses to supervisor. Co-operates positively in the fulfilment of the health and safety obligations placed on their employer. Assists in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence.

3. OTHER ITEMS

Undertakes other waste transfer station duties as directed by the Site Supervisor.

4. ORGANISATIONAL RELATIONSHIPS

- 4.1 Responsible to: Site Supervisor.
- 4.2 Internal liaison with all WMRC Transfer Station staff.
- 4.4 External liaison with:
 - customers;
 - contractors; and
 - general public.

5 EXTENT OF AUTHORITY

This position operates under the direction of the Site Supervisor with authority to act within established guidelines and procedures of the WMRC.

6. SELECTION CRITERIA

The Truck Driver / General Hand will demonstrate the following attributes and experience:

Essential

- 6.1 Experience in an operational work environment involving plant, equipment and machinery.
- 6.2 Understanding of and commitment to a safe working environment.
- 6.3 Good interpersonal and team working skills.
- 6.4 Current C Class Driver's License.
- 6.5 Current HR or HC Class Driver's License and demonstrated truck driving skills.
- 6.6 Possess a Statement of Attainment in wheeled front-end loader operation.

POSITION & INCUMBENT DETAILS:

Both parties are to sign and date the areas below to confirm their mutual agreement of the requirements of the position. The original of this and future updated position descriptions are to be returned to the Chief Executive Officer for placement on the officer's personal file.

Accountabilities accepted by **Truck Driver / General Hand**

Signed: _____

Date: _____

Accountabilities accepted by **Site Supervisor**

Signed: _____

Date: _____

Accountabilities accepted by **Manager Operations**

Signed: _____

Date: _____