POSITION DESCRIPTION

Community Recycling Centre Operative
(Multiple)

Directorate:	Operations	**Department:**	Waste and Cleansing - CRC
Position Grade:	8	**Reports to:**	Team Leader Community Recycling Centre
Last review:	April 2024	**Next review:** April 2026	**Version No.:** 2

Position purpose:

To maintain the cleanliness of the Liverpool local government Area by removing waste, recycling, litter within and around the Community Recycling Centre and to carry out other works as directed by the Coordinator and Team Leader in a cost and time effective manner to a high-quality standard within the scope of skills and competencies.

This position is a front facing role and will require high quality customer service that is efficient and effective.

Key accountabilities/responsibilities:

1. Carrying out works in a safe manner by ensuring compliance with the Work Health and Safety Act 2011 (WHS Act), roads and Maritime (RMS) rules and regulations, Council's safety policies and procedures and relevant industry codes of practice.
2. Working within a team environment plan and carry out all works within the skills and competencies of the position in an effective and efficient manner.

Works may include but not limited to:

a) Operation of plant and equipment associated with the management and collection of waste
b) Collection and disposal of all household, kerbside collections, litter, general and recyclable waste
c) Utilisation of a forklift to load vehicles and move material around site.
d) Alerting waste service providers when material is required to be collected and requesting additional services if required. i.e., ordering additional stillages/pallets/containers to site.
e) Organising maintenance on machinery through the workshop or relevant contractor
f) Retrieving material from Community Recycling Centre stations placed around the Liverpool LGA

3. Maintaining a high-level customer service standard and assisting the community with queries
4. Administration and upkeep of operational and strategic resource recovery documentation through electronic devices
5. Ensuring that all relevant documentation including daily work sheets and vehicle inspection sheets are completed accurately and submitted on time
6. Traffic management including the installation and operation of traffic control devices (Traffic Controller, Boom Gate)
7. General maintenance and cleaning of plant and equipment (greasing/check levels/safety inspections and wash trucks/clean cabins, ensuring that all vehicles, plant, and equipment under his/her control are kept in serviceable and safe condition, all daily inspections are carried out and documented, all faults and issues are identified to the supervisor, vehicles are to be regularly cleaned inside and outside
8. Actively participating in corporate and team training and discussions such as toolbox talks and to identify and discuss opportunities to improve the safety, quality and efficiency of the team.
9. Ensuring that relevant licences are current and to notify your coordinator of any pending action that may result in a loss of licence
10. Carrying out other tasks and duties as directed by the coordinator within the skills and competencies of that position in an effective and efficient manner.
11. Follow Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks and issues to Management on a timely manner.

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12. Other duties as directed by the manager, that is within the scope of your skills, competence and training.

Decisions made in the position:

1. Decisions made in line with Council Policy and procedures
2. Completion of work requests within scheduled timeframes
3. Completion of schedules tasks within scheduled timeframes

Decisions referred:

1. Tasks outside the scope of the position

Key issues/challenges:

1. To minimise and work towards no lost time due to injury by carrying out work in a safe manner and ensuring compliance with the WHS Act, RMS rules and regulations, Council Safety policies and procedures and in accordance with relevant industry codes of practice.
2. Providing a high-quality timely service with limited resources
3. Highly effective teamwork
4. To meet or exceed customer guarantees whilst providing excellent customer service
5. Minimised downtime and maximised life of plant and equipment through effective use, care, reporting and cleaning
6. Maximise the cost effectiveness of the team through efficient use of materials and staff

Key working relationships:

- Coordinator Waste
- Manager Waste and Cleansing
- Team members, Cleansing & waste
- Community Recycling Centre Operatives
- CRC Team Leader
- Coordinator Cleansing
- Customer Liaison officers
- Coordinator Mechanical Workshop
- Strategic Waste Team
- Coordinator Resource Recovery

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POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria concisely. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences:

Forklift Licence

General Construction WHS Induction Card (White Card)

Implement Traffic control and Implement Traffic control plans tickets (or working towards obtaining)

Experience:

Forklift experience within residential areas

Operation of small plant and equipment (i.e., blowers, lifters, sweepers)

Demonstrated experience working as part of a team

Experience in waste removal

Experience in face-to-face customer service

Knowledge and Skills:

Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice, and multi-cultural diversity

Written and oral communication skills

Accurate data entry, keyboard, and word processing skills

Ability to use computers, iPads and phones

Manual handling skills

Ability to assess safety issues and to take appropriate action

Demonstrated tolerance and understanding of cultural diversity within the workplace and the community

DESIRABLE CRITERIA

Experience in the operation of Rear end Load garbage compactor, Hi-Ab and Backhoe and or loader

Experience in waste and recycling removal and disposal.

Flexible attitude towards responsibilities and hours of work.

LIVERPOOL CITY COUNCIL

LIVERPOOL THE GREAT SOUTH WEST

Our vision:

Aspiring to do great things – for ourselves, our community and our growing city.

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous