

# Position Description

## Plant Operator/Truck Driver

### Position Details

<b>Position Title</b>	Plant Operator/Truck Driver
<b>Classification</b>	EMRC Remuneration Band – Level 4
<b>Position Number</b>	A0125A
<b>Basis of Employment</b>	Casual
<b>Team Name</b>	Operations – Red Hill Waste Management Facility Team

### Position Objectives

- Assist with the day to day operation of the Red Hill Waste Management Facility.

### Organisational Values

The EMRC's values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

<b>Excellence</b>	Striving for excellence through the development of quality and continuous improvement.
<b>Recognition</b>	Valuing employees in a supportive environment that focuses on their wellbeing.
<b>Innovation</b>	Focus on innovative approaches in projects and service delivery.
<b>Responsiveness</b>	Dynamic and flexible service delivery.
<b>Integrity</b>	Accountability and consistency in all that we do.

Leaders ensure that the organisation's values are created and sustained by establishing the Council's strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

## Key Duties/Responsibilities

### Position Responsibilities

#### Labourer Responsibilities

- Control of windblown litter throughout the facility.
- Assist transfer station customers in the correct use of the facility by providing recycling information, coordinating traffic movements, promoting material separation and maintaining the tidiness of the recycling area.
- Unloading vehicles with the forklift as required.
- General labouring duties on-site as required.

#### Household Hazardous Waste (HHW) Collection

- Perform duties as required for HHW collection on and off site.

#### Truck Driving Responsibilities

- The safe operation of trucks, including but not limited to:
  - ⇒ Tip Truck
  - ⇒ Hook-Lift Truck
  - ⇒ Water Truck
  - ⇒ Other miscellaneous equipment as required.

#### Work Health Safety (WHS) Responsibilities

- Comply with all Statutory requirements.
- Take reasonable care to ensure their own safety and health whilst at work and that of others.
- Consult and cooperate with Management on matters of Work Health Safety.
- Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
- Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
- Use personal protective equipment (PPE) as required.

#### Organisational Responsibilities

- Properly organise and manage working time to ensure efficient productivity.
- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

## Position Requirements

### Competencies

- Effective communication and interpersonal skills.
- Demonstrated ability to work within a busy team environment.

### Experience

- Experience in operating a forklift.
- Experience in driving heavy rigid trucks.

### Qualifications

- Current and Valid WA HR Drivers Licence (or equivalent).
- Current National Accredited Forklift Ticket.

## Organisational Relationships

**Responsible to** A0064A - Site Supervisor (Landfill Operations)

**Supervision of** Not Applicable

**Internal and External Liaison**

<b>Internal</b>	All EMRC Management and Employees
<b>External</b>	Member Council employees Members of the general public Schools, educational institutions and research organisations Environmental community, not for profit and industry groups Relevant State and Federal Government departments and agencies Professional associations and communities of practice Suppliers, contractors and consultants

## Extent of Authority

- This position operates under direct supervision and has the authority to act within predetermined guidelines, EMRC policy and as delegated.

## Selection Criteria

### Essential

- Effective communication and interpersonal skills.
- Demonstrated ability to work within a busy team environment.
- Current and valid WA 'HR' Class Drivers Licence (or equivalent).
- Current National Accredited Forklift Ticket.

**Desirable**

- Knowledge of Local and State Government structures, practices and procedures.

**Incumbent Undertaking**

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

Name of Employee \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

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<b>Date Last Reviewed</b>	October 2020
<b>Reviewed</b>	Manager Human Resources
<b>Updated</b>	Manager Human Resources
<b>Approved</b>	Manager Human Resources