Position Description

Kentish and Latrobe Councils

Officer – Waste Collection

Position Number	213
Department	Waste Services
Reports to	Manager – Waste Services
Work location	Kentish and Latrobe Councils *This is a shared position between the Kentish and Latrobe Councils. The position requires the provision of services to both Councils.*
Classification	Waste/Cleaning Support
Last Review Date	May 2026
Version	2.0

Position Objective

To provide a safe and effective waste management service that is responsive and community focused.

Key Responsibilities

- Undertake driving and labouring duties for park and town centre waste collection.
- Clean, care for and undertake minor maintenance of vehicle and equipment.
- Operate tools, plant, and equipment in a safe manner.
- Provide information to support planning, reporting, and continuous improvement.
- Provide operational support at Waste Transfer Stations as required to assist in the timely delivery of site services.

Accountabilities

- Undertake waste/litter collection programs with an emphasis on:
    - dumped waste/litter collection;
    - public open spaces cleaning;
    - dead animals (pick up and disposal).
- Conduct prestart vehicle checks to ensure the vehicle is safe to operate and report any defects as per Council's procedure.
- Dispose of waste collected at designated locations.
- Maintain, replace, and install Council litter bins as required.
- Support Waste Transfer Station operations by issuing receipts, handling money, and inspecting and directing incoming waste loads in accordance with site procedures.
- Assist the Manager – Waste Services and Director Operations to plan and prioritise collections and workloads to ensure safe operations and minimise risks.
- Demonstrate a strong customer focus which is accurate, responsive, timely, and courteous.
- Report all incidents in accordance with Council's procedures.
- Conduct minor daily vehicle maintenance tasks within the scope of skills and competencies associated with the position, ensuring the vehicle interior and exterior are maintained in a clean and tidy condition at all times, including regular washing.
- Comply with and provide input into Task Risk Assessments (TRAs) and other safe operating procedures.
- Comply with safety practices and wear appropriate Personal Protective Equipment (PPE).

Continuous Improvement

- Participate in toolbox talks, safety discussions and process improvements.
- Participate in ongoing training.

Other

- Ensure all work practices are carried out in a safe manner and in accordance with Council's work health and safety policy and procedures.

- Carry out other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Working Relationships

Internal

- Other - operations staff
- Council staff.

External

- Ratepayers and the general public.
- Contractors and other service providers.
- Community event organisers

Judgement

Problems will be encountered whilst undertaking works at this level and will require the Officer to use initiative in problem solving issues. Issues with respect of job scope, timing and resources are to be raised with the Manager.

Qualifications and Licences

- Certificate II or III in Waste Management *(desirable)* or knowledge and experience in the field of waste/litter collection.
- Medium Rigid (MR) heavy vehicle Licence.
- Current first aid certificate.
- White card.
- Traffic control training.(desirable)

Experience, Knowledge, and Skills

- Proficiency in the utilisation of heavy mechanical plant and equipment with emphasis on waste collection vehicles.
- Demonstrated ability to support Waste Transfer Station operations, including cash handling, issuing receipts, and inspecting and directing incoming waste loads.
- Strong understanding of workplace health and safety legislation, with a commitment to safe practices.

- Proven ability to provide customer service.
- Excellent communication and interpersonal skills, with the ability to liaise effectively with team members, contractors and the general public.
- Ability to read and interpret maps.
- Ability to problem solve and adapt to changing work conditions.
- Physically fit and capable of working in outdoor environments, sometimes in challenging conditions..
- Ability to work both unsupervised and in a team environment, with good interpersonal skills.
- Experience operating mobile computer devices and technology

Working at Kentish and Latrobe Councils

Our Values



Kentish and Latrobe Councils are a values-based organisation. We aim to attract, recruit and retain people who will uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important, that is:

Safety	We feel safe and secure in our environment by looking after ourselves and each other's physical and mental wellbeing.
Teamwork	We work as ONE team – regardless of location or role – supporting each other to provide quality services to our community and achieve the Council's goals.
Accountability	We work in a transparent and open way, doing our best and working with pride, professionalism and integrity with our colleagues and for the community.
Respect	We act with integrity and kindness to create an inclusive workplace where our colleagues, customers and the community feel welcomed, respected and valued.

Work Health and Safety Compliance

As part of this role, you are expected to:

- Follow the applicable WHS Act, Regulations, and approved Codes of Practice relevant to your role.
- Recognise workplace risks, perform risk assessments, and implement controls to eliminate or reduce hazards where reasonably practicable.
- Report hazards, near misses, and incidents immediately and participate in investigations to strengthen safety outcomes.
- Undertake mandatory WHS training and induction and support the safety awareness of contractors and new staff.
- Work cooperatively with colleagues, safety representatives, and management to support a proactive safety culture.
- Assist with regular workplace inspections, audits, and review of safety procedures or documents to ensure ongoing compliance and improvement.

Child Safe Organisation Compliance

As part of this role, you are expected to:

- Ensure all duties are carried out in compliance with Council's obligations under the Child Safe Standards, legislation, and policies and procedures.
- Demonstrate a strong commitment to child safety by proactively identifying and responding to risks, concerns, or breaches related to child safety and wellbeing.
- Actively promote a culture of child safety, including fostering environments where children and young people are respected, their voices are heard, and their rights are upheld.
- Participate in mandatory training and development programs relating to child safety as required.
- Immediately report any concerns or disclosures in accordance with legislative obligations and Council's reporting procedures.