



Position Details

Position title:	Litter Bin Collector
Award Classification:	Band 2
Department:	Waste and City Maintenance
Division:	Operations and Infrastructure
Date Approved:	June 2025
Approved By:	Executive Manager Waste and City Maintenance

Organisational Relationships:

Reports To:	Supervisor Waste Management
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Perform routine public litter bin collections per Council's schedules, programs, and customer requests.
- Perform routine chute bin collections per Council's schedules, programs, and customer requests.
- Maintain the cleanliness and amenity of assigned fleet.

Key Responsibilities and Duties

- Perform routine public litter bin collections per Council's schedules, programs, and customer requests.
- Perform routine chute bin collections per Council's schedules, programs, and customer requests, including at DFFS properties.

- Maintain the cleanliness of assigned vehicle post-shift and maintain the amenity of assigned vehicle daily by performing pre-start inspection, replenishing air in tires, and replenishing grease in relevant areas once per week.
- Safely operate vehicles ranging from 4.5 tonne GCM to 13.9 tonne GVM
- Aid in updating Council records for completed works by utilising Council's in-cabin solution, and/or relaying information about customer requests to Team Leader.
- Assist in ad hoc light yard work where required at City of Port Phillip sites, including the Operations Centre and/or Resource Recovery Centre.

Accountability and Extent of Authority

- Perform litter bin collection duties as directed by the Supervisor/Coordinator within Waste Management guidelines to meet the required service levels and standards.
- Accountable for the quality of public litter bin collections performed in assigned collection zone within the City of Port Phillip
- Receives routine supervision and direction as to the task(s) to be performed and the procedure to be followed but may exercise discretion in applying established practices and procedures.
- Responsible for the operation of the assigned compactor, collection of public litter bin refuse within assigned collection zone and reporting of maintenance issues.

Judgement and Decision Making

- Perform work in line with clearly defined and well-established procedures.
- Resolve minor problems that arise through the day-to-day operations relevant to the day's assigned schedule.
- Provide general ad hoc feedback on working conditions, equipment, processes and operational environment relevant to the public litter bin collection service.

Specialist Skills and Knowledge

- Safe and competent operation of compactor and/or tipper truck up to 13.9 tonnes GVM.
- Adherence to safe Manual Handling Techniques and Occupational Health and Safety.
- Capable of working within Waste Management guidelines and procedures.

Management Skills

- Ability to manage own time, plan and organise own work and / or resources at a basic level.

Interpersonal Skills

- Ability to work and positively contribute to the team under routine supervision.
- Ability to use oral communication and where appropriate written communication to maintain positive engagement with members of the public.



Qualifications and Experience

- **Experience:** Ability to operate waste compactor and tipper trucks up to 13.9 tonnes GVM.

Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.



- Vic Roads Driver Licence Verification Check
- Medical Clearance completed via City of Port Phillip's Provider.

Key Selection Criteria

- Demonstrated ability to work respectfully and collaboratively in a team environment, while engaging professionally and courteously with the public to support a positive workplace culture and promote Council's waste services.
- Experience in the delivery of Waste Management Services Litter bin collection and tipper truck operations.
- Demonstrated ability to operate a waste compactor and undertake the inherent requirements of the position.
- Must possess a current medium rigid truck drivers' licence (Victoria) with a clear record and demonstrated safe driver practices.
- Able to successfully complete pre-employment physical and police check screening.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.