



Job Description

<p>Our Mission We reduce, reuse and recycle to champion behaviour change Our place is a hub which connects people, things and ideas</p> <p>Our Vision Wastebusters is a community enterprise working for zero waste</p>	<p>Our Core Values Lead the way to zero waste Be resourceful Keep our promises Look after each other and our place Have fun together</p>
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Position Title:	Truck Driver - Recycling Collections
Position Holder:	
Reports To:	Wanaka site - Recycling Manager - Jeremy Bisson Alexandra site - Site Manager - Lauree O'Neill
Date Prepared:	July 2017
Overall Objectives	<p>Drive trucks and pick up bins, bags and sacks of recycling;</p> <ul style="list-style-type: none"> ● Collecting recycling from businesses ● Delivering and collecting bins and materials for one off events ● Unloading and organising materials and bins back at the base

Objectives supporting Wastebusters as a whole

	Key Tasks	Outcomes
Mission, Vision and Values	Knows and understands our mission, vision and values	Works with others to achieve mission and vision Words and actions a good fit with core values
Health and Safety	Proactive approach to health and safety on and off site Understands key elements of Wastebusters H&S processes	Works with others to keep people safe Follows Wastebusters H&S processes Raises any issues or concerns straight away
Learning for Sustainability	Works on building communication skills and knowledge base to share Wastebusters key messages with people from all walks of life	Understands zero waste - theory and practise Makes an effort to learn about other teams activities and able to answer simple questions Passes on any questions unable to answer
Teamwork	Understands team goals and helps develop plans and projects that achieve them Works well with others to make things happen	Contributes at team meetings Well regarded by team members Helps other staff achieve their goals

Key tasks and activities

Area	Key Tasks	KPI's and Measures	% of Time
Business collections (Including school recycling)	Follow daily run sheet to pick up recycling from businesses Load and unload truck at Wastebusters yard Check phone messages and job sheets regularly Respond to messages as required, refer on any queries unable to answer	<ul style="list-style-type: none"> ★ Accurately record materials collected ★ Runs completed in reasonable time ★ No customer service complaints ★ Issues, problems and changes dealt with appropriately 	70%
Driving and vehicle maintenance	Complete daily checks and report problems and issues Maintain oil and water levels Keep truck cab clean and tidy Drive safely and defensively, show courtesy to pedestrians and drivers around town.	<ul style="list-style-type: none"> ★ Daily vehicle logs completed ★ Truck well maintained ★ No complaints about driving ★ Any truck issues logged and reported to manager 	15%
Event recycling	Deliver bins, frames and other items as per events job sheets Follow specific event plan/procedures as instructed Provide onsite service and support - bins emptied, materials stored as required Deal with an issues arising, refer to manager where necessary	<ul style="list-style-type: none"> ★ Equipment safely delivered, set up and collected ★ Bins and materials set up and collected on time ★ Issues dealt with appropriately ★ Plans and procedures followed 	10%
Other activities	Other tasks as requested by manager or supervisor Including; collecting and delivering reusable goods Collect e-waste from businesses and schools	<ul style="list-style-type: none"> ★ Payments received accurately recorded ★ Goods transported without damage ★ Accurate records of quantities kept ★ Willing and helpful approach 	5%