

# IMPACT Community Services

## Position Description



**JOB CODE:** 06.011.16  
**JOB TITLE:** Forklift & Truck Driver  
**PROGRAM/SECTION:** Recycling & Collections  
**REPORTS TO:** Recycling & Collections Manager  
**AWARD:** Road Transport and Distribution Award 2020  
**CLASSIFICATION:** Transport Worker Grade 3

<b>Approval Date:</b>	23.05.2022	<b>Version:</b>	20220826
<b>File path:</b>	Human Resources Current\Workforce Planning\Position Descriptions\06 Recycling & Collections		

### Impact Commitment Statement

Our staff will actively contribute to the organisation’s vision, mission, values, policies and procedures.

In return, our staff will enjoy making a difference in the community, working within a supportive team, with a strong commitment to learning and development; and appreciate significant employment benefits.

<b>What is our vision?</b>	Improving lives
<b>What is our mission?</b>	Building a caring and inclusive community through opportunities which empower people, increase individual choice, improve resilience and increase social and economic participation
<b>What are our values?</b> What do we expect from our staff and what do our participants expect from us?	<p><b>Build trust in relationships</b> – Cultivate habits that build positive interactions and experiences with others</p> <p><b>Empower others</b> – Walk beside someone as they increase their autonomy, self-determination and decision-making capacity</p> <p><b>Be compassionate</b> – Strive to show kindness and a willingness to support others both in our organisation and in the communities in which we live</p> <p><b>Celebrate uniqueness</b> – Create a place that is built on dignity and respect and where everyone is welcome</p> <p><b>Work together</b> – Leverage collective genius to find new ways to think big, experiment and solve shared problems</p> <p><b>Create positive impact</b> – Use our commitment and drive to energise, engage and inspire others to achieve our shared vision</p> <p><b>Strive for excellence</b> – Pursue continuous growth, high performance and improvement</p>

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### OVERVIEW:

The purpose of this role is to:

- Safely operate a fork truck at the Recycling Centre.
- Carry out the collection of recyclable materials from IMPACT and Visy National customers and the supervision of an offsider employee.

IMPACT is a Child Safe Organisation and is committed to the safety and wellbeing of children and young people. All employees of IMPACT must follow the National Principles for Child Safe Organisations and all of IMPACT's internal policies and procedures in relation to safeguarding a child or young person.

### MAIN DUTIES/RESPONSIBILITIES:

- Take reasonable care for personal health and safety in the workplace and that of others
- Mandatory compliance with all road transport and site safety regulations
- Obey all traffic signs on private land as well as road rules
- Follow WH&S policies and procedures to ensure the safe operation of machinery and equipment and the safety of self and others
- Control and maintain workplace health and safety standards including undertaking ongoing risk assessments and identifying hazards and putting control measures in place
- Ensure:
  - safe handling and storage of chemicals in accordance with Work Health and Safety legislation
  - all product is collected in a timely manner from customers
- Perform complete:
  - forklift start up inspection including, but not limited to, tyre pressure, fluid levels, safety equipment, gauges and controls
  - pre-trip inspection of the truck including, but not limited to, checking tyre pressure, fluid levels, safety equipment, gauges and controls
- Record all incoming/outgoing product quantities/weights in line with policies and procedures
- Accurately complete on a daily basis:
  - product sheets
  - forklift maintenance records
- Carry out loading and unloading as directed and ensure all stock is processed in a timely manner
- Report any production contamination
- Provide assistance to the Recycling & Collections Manager and Supervisors as required
- Effectively communicate with all stakeholders to create and maintain good relationships
- Perform physical tasks within the plant as required
- Demonstrate empathy to people with a disability
- Maintain confidentiality and security of information
- Effectively communicate with all stakeholders to create and maintain good relationships
- Participate in organisational evaluations and complete forms as requested
- Provide cover during staff absences at the Recycling Facility

### CORE COMPETENCIES (QUALIFICATIONS, SKILLS AND EXPERIENCE)

#### *Essential*

- Forklift operator licence and proven experience operating a forklift
- Clean driving record
- Knowledge of, or ability to quickly acquire knowledge of, truck and equipment safety
- Willingness to work under pressure and meet strict timeframes
- Ability to understand and carry out verbal and written instructions
- Working knowledge of Work Health and Safety requirements
- Competent and qualified at operating machinery, forklift and plant safely
- Excellent time management skills
- Excellent communication skills
- Ability to liaise with customers as required
- Ability to identify maintenance issues with forklift and vehicles
- Ability to keep accurate work records
- Flexible towards working hours to ensure the smooth operation of the Recycling Centre
- Ability to work within a busy and challenging environment

#### *Desirable*

- Previous experience in a similar role
- Experience working with people with a disability
- First Aid Certificate (HLTFA301B Apply First Aid)

### LICENSING AND ADMINISTRATIVE REQUIREMENTS

***Please note that this is an NDIS Risk Assessed Role and therefore this position must obtain and hold all requirements listed below and that failure to comply may lead to termination of employment. These requirements must be maintained throughout the employment period.***

- This is an NDIS Risk Assessed Role and therefore this position must obtain and hold a Possession of, or willingness to obtain, Prescribed Notice (Yellow Card) or NDIS Card and Working with Children (Blue Card).
- Queensland Driver's Licence C Class
- High Risk Work Licence ForkLift Truck (LF)
- Medium Rigid /Heavy Rigid Licence (MR) or (HR)
- Up to date Covid-19 vaccinations

#### Acknowledgement

I have received, reviewed and fully understand the position description for Forklift & Truck Driver – Recycling & Collections. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

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PRINTED NAME

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SIGNATURE

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DATE