

IMPACT Community Services

Position Description



JOB CODE: 06.001.16
JOB TITLE: Forklift & Truck Driver
PROGRAM/SECTION: Recycling & Collections
REPORTS TO: Manager Recycling and Collections
AWARD: Waste Management Award 2020
CLASSIFICATION: Level 5

Approval Date:	23.05.2022	Version:	20231025
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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.

What is our vision?

Improving lives

What is our mission?

Building a caring and inclusive community through opportunities which empower people, increase individual choice, improve resilience and increase social and economic participation

What are our values?

What do we expect from our staff and what do our participants expect from us?

Build trust in relationships – Cultivate habits that build positive interactions and experiences with others

Empower others – Walk beside someone as they increase their autonomy, self-determination and decision-making capacity

Be compassionate – Strive to show kindness and a willingness to support others both in our organisation and in the communities in which we live

Celebrate uniqueness – Create a place that is built on dignity and respect and where everyone is welcome

Work together – Leverage collective genius to find new ways to think big, experiment and solve shared problems

Create positive impact – Use our commitment and drive to energise, engage and inspire others to achieve our shared vision

Strive for excellence – Pursue continuous growth, high performance and improvement

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OVERVIEW:

The purpose of this role is to:

- Collect recyclable materials from IMPACT and external customers
- Safely operate a forklift/truck (including hooklift truck) for the Recycling & Collections (R&C) team

The position of Forklift & Truck Driver cannot be achieved from home and must be performed in the workplace.

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:

- Ensure product is collected in a timely manner from customers
- Carry out loading and unloading as directed
- Ensure stock is processed in a timely manner
- Complete product sheets on daily basis
- Record incoming/outgoing product quantities/weights in line with procedures
- Report any production contamination to R&C Supervisors/Manager
- Perform equipment inspections and complete maintenance records, eg:
 - Truck - pre-trip inspection including, but not limited to, checking tyre pressure, fluid levels, safety equipment, gauges and controls
 - Forklift - start-up inspection including, but not limited to, tyre pressure, fluid levels, safety equipment, gauges and controls
- Effectively communicate with customers to maintain good customer service and relationships
- Ensure safe handling and storage of chemicals in accordance with WH&S requirements
- Demonstrate empathy to people with a disability
- Undertake risk assessments and identify hazards to R&C Supervisors/Manager
- Comply with road transport and site safety regulations, including traffic signs on private land and road rules
- Follow WH&S policies and procedures to ensure safe operation of machinery and equipment
- Perform manual /physical tasks within R&C sites as required
- Provide cover for staff absences within R&C sites as required
- Provide assistance to R&C Supervisors/Manager as required
- Take reasonable care for personal health and safety in the workplace and that of others

CORE COMPETENCIES (QUALIFICATIONS, SKILLS AND EXPERIENCE)

Essential

- High Risk licence and proven experience operating forklifts safely
- Medium Rigid /Heavy Rigid licence (MR/ HR) and proven experience driving trucks safely
- Willingness to work in a busy environment and meet daily deadlines
- Track record as a team player
- Numeracy and literacy skills in order to accurately complete daily work records

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- Ability to maintain positive relationships with internal/external customers

Desirable

- Previous experience in a similar role
- Experience in 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 therefor 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 an NDIS Card and Working with Children (Blue Card).
- Queensland Driver's Licence C Class
- High Risk licence - Forklift Truck (LF)
- Medium Rigid /Heavy Rigid truck licence – (MR or HR)

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.

PRINTED NAME

SIGNATURE

/ /

DATE