# Veolia NSW Position Description

<table>
<thead>
<tr>
<th>Job title</th>
<th>Graduate Placement – Route Optimisation Project</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Operations Supervisor</td>
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<tr>
<td>Site</td>
<td>Arndell Park</td>
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## Role purpose

To allocate logistics collection schedules to vehicles to ensure the efficient completion of jobs in accordance with safety and environmental standards, customer expectations and performance targets and coordinate driver operations by providing logistical and technical support with a project focus on route optimisation.

## Direct reports

- Nil

## Duties & Responsibilities

### Allocations of Services to Fleet

- Allocation of drivers and trucks to coordinate the service delivery and/or collections to maximise run efficiency
- Assist mainstream VLO’s to ensure compliance within logistics through monitoring and reporting of driver’s hours, rest breaks, Advanced Fatigue Management, overloaded or overweight trucks. Report any major breaches to the VLO/Supervisor
- Daily monitoring of truck systems to enable data is being recorded for Operations performance reporting
- Monitor business KPI reporting for the logistics function for designated routes of responsibility
- Participate in continuous improvement projects for logistics

### Working Relationships (Internal/External)

- Maintain an effective relationship with direct manager, other supervisors, operational staff and administration staff
- Maintain an effective relationship with, and provide assistance and technical advice to external parties as required

### Customer Service

- Liaise with internal customers, i.e. administrations staff, sales representatives and managers to coordinate effective measures to optimise route performance

### Team Administration

- Check operational reports to ensure accuracy and follow up or investigate any discrepancies
- Complete reports as required in conjunction with manager

### Other

- Undertake other duties in accordance with your position and Veolia policy and procedure, as directed by Supervisor/Manager
- To promote and continuously apply personal safety, environmental and quality awareness in the workplace

## Skills & Experience

### Qualifications / Experience / Licences:

- Currently enrolled in a Tertiary Logistics Course

### Skills:

- Effective communication Skills (Written & Verbal).
• Effective interpersonal skills, including ability to clarify, resolve issues, time manage and make decisions
• Knowledge of WHS Act and other related regulations required.
• Knowledge of the Sydney metropolitan area
• Knowledge and understanding of personal and organisational values
• Proficient in MS Excel

Corporate Values

As a member of the Veolia group, you will be committed to the principle of sustainable development. Your actions will be consistent with the values below in order to deliver on our objective of develop a sustainable future:

• Responsibility
• Solidarity
• Respect
• Innovation
• Customer Focus

Always Safe Charter

Veolia’s Always Safe core values are underpinned by our Always Safe Charter. It encompasses 8 mandatory rules to assist all employees in achieving these core values. We ask that each employee makes a pledge to always:

• Wear the appropriate PPE;
• Operate vehicles, plant and equipment within defined limits;
• Ensure you have the appropriate competencies and qualifications to carry out your work;
• Care for the environment;
• Abide by Veolia and specific client procedures;
• Work in a fit condition, free from the effects of fatigue, drugs and alcohol;
• Look out for your own safety and the safety of others; and,
• Treat others with dignity and respect.

Your demonstrated and ongoing commitment to the Veolia Always Safe Charter is essential.

Physical Requirements

The Key Physical Demands listed below are a guide to the inherent requirements for a Support – Fleet Allocator.

Classification - Light (Maximum lift 9kg with frequent 4.5kg lift/carry)

Occasional: 1 – 33% of work time, 9-32 repetitions
• Forward reaching to inner and outer ranges
• Forward reaching at waist height to inner and outer range
• Bending
• Pushing/pulling

Frequent: 34-66% of work time, 33-200 repetitions
• Climbing stairs
• Neck flexion
• Trunk rotation
• Standing
• Walking

Constant: 67-100% of work time, 200+ repetitions
• Sitting
• Keying
**Sign Off**

I acknowledge receipt of this position description and agree to and understand the details contained. I also acknowledge that this position description does not preclude me from performing other duties that may be required from time to time as directed by my supervisor/manager and that this position description may be subject to changes.

<table>
<thead>
<tr>
<th>Employees Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Manager Signature</td>
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