



Position Description

Position Title	Waste Services Operator
Directorate	Sustainable Development and Infrastructure Services
Level	Level 4
Reports to	Waste Services Supervisor
Responsible for (direct reporting lines)	N/A
Primary Location	Davis Road Waste Facility
Delegation	N/A
Position No. & date	WAS02 – August 2024

Position Overview

- Undertake comprehensive weekly user maintenance and wash down of waste services operating plant including cleaning of cab interiors, air filters, fluid levels, greasing and refuelling.
- Undertake weekly recycling operations including pre start of baling press, stacking and loading baled materials ready for transport to Perth markets and general shed housekeeping.
- Undertake daily landfill, servicing of transfer station bulk waste bins and general site maintenance in accordance with adopted management plans and as directed by the Co-ordinator Waste Services.
- Ensure that waste plant and machinery is operated and maintained in accordance with approved safe operating and maintenance procedures.
- Work as a team member and communicate with other staff to ensure the effective implementation of waste projects and continued improvement of waste recycling collection and disposal programs
- Implement waste management strategies, actions and activities in accordance with Council's Strategic Waste Plan towards Zero Waste and as directed by the Co-ordinator Waste Services.
- Undertake gate attendant roles and responsibilities and provide customer service and direction to customers utilising the Shire's waste and recycling facilities.
- Provide short notice operating duties staff relief during periods of shortages and as directed by the Co-ordinator Waste Services.
- Ensure that Occupational Safety and Health safe work practices, duties of care, hazard identification and safety reporting are adopted in accordance with management codes of conduct and legislation obligations.



Position Responsibilities

General

Key result area	Indicators	Time
<p>Customer Service</p> <p>Opening and closing Landfill facility.</p> <p>Welcome and direct customers to the appropriate rubbish disposal areas and respond to customer queries at gate.</p> <p>Receive phone calls and assist counter enquiries for the Waste Services. Initiate appropriate action where required. Receive and transfer messages from Council's Two Way Radio system</p>	<ul style="list-style-type: none"> Landfill facility is open and closed at scheduled times. Attend to customers in a professional and timely manner in accordance with customer service charter. Answering incoming calls for the tip and distributing to relevant officer Respond to field staff requests and queries Co-ordinate exchange of information between office and field staff 	<p>5%</p>
<p>Finance</p> <p>Operation of cash receipting and point of sale transactions in accordance with adopted fees and Charges and recording of transactions for invoicing purposes.</p>	<ul style="list-style-type: none"> Accurate operation of cash receipting and point of sale transactions. 	
<p>Administration</p> <p>Daily Timesheets</p> <p>Provide administrative support for Waste Services</p>	<ul style="list-style-type: none"> All timesheets completed for relevant manager / supervisor signature by specified deadline General Admin – i.e. mail sorted and distributed between landfill facility, depot and council offices in an expedient manner, information research, general record keeping and community projects as directed, completed in timely and accurate manner 	



<p>Landfill</p> <p>Undertake general site maintenance and housekeeping activities, including removal of windblown litter from adjacent land or road reserves</p> <p>Maintain putrescible waste leachate system as required to ensure leachate ponds do not discharge off site.</p> <p>Undertake tip operational activities in accordance with Landfill Closure Management Plan (LCMP) adopted by Council.</p> <p>Undertake tip operational activities in accordance with the Department of Regulations (DER) License Conditions and Guidelines.</p> <p>Carry out daily compaction and covering of wastes and undertake Special Waste Burials eg: asbestos</p>	<ul style="list-style-type: none"> • Site to be maintained to specified standards and at a high level of cleanliness at all times. • All plant, equipment and items are correctly stored in designated areas • Compliance with DER facility licence conditions • Wastes are handled and buried in accordance with DER licence conditions and guidelines and compliance with LCMP • Wastes are handled and buried in accordance with DER facility licence conditions and work safe operating procedures (SOP's) 	<p>25%</p>
<p>Plant Maintenance</p> <p>Ensure all plant and equipment is maintained in working order and serviced when required as per routine documented plant service requirements.</p>	<ul style="list-style-type: none"> • Plant and equipment to be thoroughly cleaned and maintained on weekly schedule • Machine reports completed and forwarded to Mechanical Workshop within specified timeframes • Service inspection feedback from Mechanical Workshop 	<p>25%</p>
<p>Recycling</p> <p>Sort and separate recyclables for distribution to markets.</p> <p>Undertake general site maintenance and housekeeping activities</p> <p>Undertake baling and glass crushing plant recycling operations</p>	<ul style="list-style-type: none"> • Compliance with quality control requirements of recycling merchants • Details of recycling activities / materials are accurately recorded and maintained • Areas to be maintained to specified standards and at a high level of cleanliness at all times. • All plant, equipment and items are correctly stored in designated areas • Compliance with DEC facility licence conditions are maintained 	<p>25%</p>



<p>Carry out loading of recyclables for transportation services to markets via hook-lift bin truck or alternative method</p> <p>Maintain awareness of recycling contamination, advise Co-ordinator on recycling issues and assist with initiatives to reduce waste to landfill.</p>	<ul style="list-style-type: none"> • Operations are carried out in accordance with SOP's • Records of tonnages of recyclables transported to markets • Contamination volumes reported and number of new market opportunities identified and programs initiated and conducted 	
<p>Transfer Stations</p> <p>Carry out collection and disposal transportation services of wastes via hook lift bin truck or alternative method</p> <p>Undertake general site maintenance and housekeeping activities, including removal of windblown litter from adjacent land or road reserves</p> <p>Undertake relief Transfer Station gate duties as required.</p>	<ul style="list-style-type: none"> • Bins are serviced on regular basis to ensure available space for disposal of waste by customers • Record details of waste quantities and types transported from each station accurately • Site to be maintained to specified standards and at a high level of cleanliness at all times. • All plant, equipment and items are correctly stored in designated areas • Compliance with DER facility licence conditions is maintained. • Standard isolated worker and gate keeper procedures to be maintained 	15%
<p>Occupational Safety and Health / Training / Team Planning</p> <p>Contributes towards the success of OSH initiatives within the workplace</p> <p>Planning/Reporting</p> <p>Safe Operating Procedures</p> <p>Signage</p> <p>Training/Promote planning from within team</p>	<ul style="list-style-type: none"> • Maintenance of a safe work environment consistent with safety inspections and accident investigation findings • Demonstrated commitment to Accident, Job Safety Analysis and Hazard reporting • Work tasks completed in accordance with SOP requirements • Erected and dis-assembled in accordance with procedures and is clear and legible for its intended purpose • Training completed specified in personal training plan and new training requirements identified • Evidence of effective team communications • Number of initiatives and issues raised 	5%



Position Requirements

Essential

- Licence - current "HR" class drivers licence with relevant experience.
- Demonstrated safe operation plant operator skill level medium-high with significant experience and user maintenance of specialist and /or heavy vehicles (specifically loaders, dozers and trucks).
- Demonstrated customer service skills and experience in estimating volumes and qualities with previous experience in point of sale cash receipting and daily financial reconciliation procedures
- Ability to work cooperatively within a small team environment

Desirable

- Licence - current "HC" class drivers licence with relevant experience
- Trade certificate or possess appropriate and relevant equivalent experience
- Plant certificate/s current
- Ability to prepare written correspondence and reports
- Previous Local Government experience
- Previous experience in landfill, recycling and waste water treatment facility operations and maintenance

Key Relationships

Internal	External
All Shire Staff	Community Members Contractors General Public

The Way We Do Things

Respect



Integrity



Community



Excellence



Acknowledgement

Reporting Officer Name	Signature	Date
Name	Signature	Date