

Plant Operator/Waste Facility Officer

POSITION DESCRIPTION



Position Number:	2379
Department:	Regional Services
Section:	Rockhampton Regional Waste and Recycling
Unit:	Waste Services
Position Status:	Permanent Full Time
Classification:	Level 6 - Rockhampton Regional Council Certified Agreement 2018 – External Employees
Reports To:	Supervisor Waste and Recycling Facilities
Revised:	March 2021

General Position Statement

This position supports Council's direction by being responsible for undertaking a wide range of plant operation, labouring tasks and weighbridge operation as part of a multi-disciplined team that is responsible in assisting with the efficient operation of the Waste Facility in accordance with recognised standards.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Maintain the tipping area in a condition that it may be used by the public.
- Compact the waste deposited so as to be free from vermin harbourage and meet compaction targets.
- Complete regular inspections, maintenance and cleaning of plant in line with unit procedures.
- Cover the tipping face as directed.
- Complete other site plant works as required, including stockpile management, excavations, pushing and compaction of waste in the waste transfer station push pit.
- Monitor and assess materials brought into the Waste Facility for disposal/recycling including regular checks of items disposed of in the recyclable materials area and the disposal of prescribed waste.
- Screen materials that are not permitted to be disposed of at the Waste Facility.
- Monitor items disposed of in the recyclable materials area and the disposal of prescribed waste.
- Ensure security systems are activated and deactivated as required.
- Prepare the facility for the day's operation and close and secure facility at end of day operation as per work instructions.
- Provide assistance with weighbridge operations as required and ensure weighbridge operation is compliant with appropriate standards.
- Undertake general labouring duties, including litter collection and fencing.
- Maintain facility in a clean and tidy condition as directed by the Supervisor including the covering of waste, the erection of litter fences and collection of litter.

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- Operate and maintain small machines and hand tools.
- Report any defects or problems to supervisor e.g. equipment or safety concerns.
- Assist in maintaining accounts held by commercial users.
- Recover costs from Waste Facility users for disposal of materials.
- Direct users to correct disposal areas and educate users of what can and cannot be disposed of at the Waste Facility.
- Process customer transactions in an efficient, professional and courteous manner.
- Understand the recycling process, including regular checks of items disposed of in the recyclable materials area and the disposal of prescribed waste as per work instruction.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Experience in the operation and maintenance of heavy plant and equipment and demonstrated understanding of their use in a waste disposal environment;
- Demonstrated customer service skills with experience in dealing with members of the public, co-workers and contractors, in a professional and courteous manner.
- Experience and ability to perform retail transactions in an efficient, professional and courteous manner.
- Ability to perform duties in a waste disposal environment.
- Ability to gain knowledge of the Environment Protection Act.
- A working knowledge of the requirements for small machinery (e.g. pumps) and hand tool operation and maintenance including two-way radios systems.
- Ability to acquire knowledge on Council's policy relating to landfill materials acceptance criteria and fee structure.
- Experience and ability to perform duties in a waste disposal environment.
- Excellent skills in safe work practices including risk assessments and the ability to follow WH&S procedures and policies.
- Experience in the maintenance of existing gardens including planting, pruning, water pumps and maintenance of garden beds.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.

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Qualifications

- Extensive experience in the operation and maintenance of plant preferably in a waste disposal environment.
- Hold a Construction Industry Induction (White Card).
- Hold the appropriate qualification/ticket to legally operate a front end loader; and either a landfill compactor or excavator.

Desirable Qualifications and Experience

- Demonstrated experience in the operation of waste management facilities.
- Customer Service and cash handling experience.
- First Aid Certificate
- Ability to legally operate an excavator.
- Ability to legally operate a “HR” Class Licence.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council’s customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council’s Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Additional Requirements

- Ability to work in an outdoor environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- Ability to work weekends and to a roster.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised in accordance with Council’s Occupational Risks and Immunisation Register.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s Intranet.

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Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	