

Waste Facility Officer

POSITION DESCRIPTION



Position Number:	2507
Department:	Regional Services
Section:	Rockhampton Regional Waste and Recycling
Unit:	Waste Services
Position Status:	Permanent Full Time
Classification:	Level 3 - Rockhampton Regional Council Waste and Recycling Certified Agreement 2018 – External Employees
Reports To:	Team Leader – Waste Facilities
Revised:	April 2021

General Position Statement

This position supports Council's direction by assisting with the efficient operation of the Waste Facility in accordance with Council's licence in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

Safety is of paramount importance to Council and safety starts with the individual. This role will be required to actively promote safe work practices and adhere to established health and safety policies, procedures and work instructions.

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.

- 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.
- Adhere to instructions issued by supervisors and procedures regarding the daily operation of the weighbridge systems and other activities on site.
- Assist in maintaining accounts held by commercial users.
- Recover costs from Waste Facility users for disposal of materials, and conduct regular till checks and daily reconciliations.
- Screen materials that are not permitted to be disposed of at the Waste Facility.
- Direct users to correct disposal areas and educate users of what can and cannot be disposed of at the Waste Facility.
- Encourage users to maximise recycling.
- 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.

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- Complete regular inspections (including pre-start inspections), maintenance and cleaning of vehicles and small plant in line with unit procedures.
- Ensure weighbridge is operated at a professional standard and operation is compliant with relevant legislative requirements.
- Maintain Facility in a clean and tidy condition as directed by the Supervisor including the maintenance of garden beds, the erection of litter fences and collection of litter.
- Ensure an understanding of and adherence to the Site Based Management Plan, Traffic Management Plan, and all operational and safety based Work Instructions / Risk Assessments / Standard Operating Procedures / other relevant safety procedures.
- 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 and ability to perform duties 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.
- Demonstrated experience with cash handling, including the exchange of money, EFTPOS, till checks and reconciliations.
- Experience, or the ability to gain experience, in the operation of waste management weighbridge software.
- Demonstrated ability to follow clear instructions and procedures in the daily operation of the weighbridge system.
- Demonstrated capacity to use two way radio systems, small machinery (e.g. pumps) and hand tools.
- Experience in manual labour tasks, particularly in a waste environment, including litter collection, fence maintenance, routine checks on vehicles, vehicle washing and cleaning of facilities.
- Experience in the maintenance of existing gardens including planting, pruning, removal and spraying of weeds, water pumps and maintenance of garden beds.
- Literacy and numeracy skills.
- Ability to gain knowledge of relevant environmental legislation, in particular the Environmental Protection Act 1994, Environmental Protection Regulation 2008 and Waste Reduction and Recycling Act 2011.
- Ability to acquire knowledge on Council's policy relating to landfill materials' acceptance criteria and fee structure.
- Ability to operate Council's computer systems including the Microsoft Office suite.
- 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.
- Goal Setting – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.

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- 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.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

Qualifications

- Demonstrated experience in a busy weighbridge environment and/or customer service environment.
- Hold a Construction Industry induction (White Card).

Desirable Qualifications

- Appropriate licences and experience in plant operation such as front-end loader, landfill compactor, excavator and skid steer.
- Ability to legally operate a motor vehicle under a "HR" licence.
- Ability to operate a side loader waste collection vehicle.

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 – Act in accordance with Council's Code of Conduct.
- Council Values – Demonstrate behaviours aligned to Council's values: One Team, Accountable, Customer Focused, Continuous Improvement and People Development.

Work Environment and Physical Demands

- This position is an outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 20kg, repetitive bending, kneeling, twisting and/or squatting, working in confined spaces, and working at heights.
- For plant operations there is a maximum seat rating for tip trucks of 120kg and Semi tippers of 150kg.

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to work weekends and to a roster.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- 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.

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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.

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 RRWR
Signature:	
Date:	
Employee Name:	
Signature:	
Date:	