

Casual Waste Facilities Officer

POSITION DESCRIPTION



Position Number:	3617
Department:	Regional Services
Section:	Rockhampton Regional Waste and Recycling
Unit:	Waste and Recycling Collections
Position Status:	Casual
Classification:	Level 3 – Rockhampton Regional Council Certified Agreement 2022 – External Employees
Reports To:	Coordinator Waste and Recycling Collections
Revised:	May 2025

General Position Statement

The Casual Waste Facilities Officer supports Council's waste and recycling operations by assisting with aspects of waste collection services and the operation of waste and recycling facilities.

The role involves a combination of waste bin deliveries and collections, along with general labouring duties such as assembling new bins and dismantling damaged or unserviceable bins. It also includes providing gatehouse support and undertaking general site duties, including operating plant and equipment within the competency levels.

The position contributes to effective service delivery by adhering to established procedures, maintaining compliance with safety and environmental requirements, and responding to operational priorities as they arise.

Specific Responsibilities

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

- Assist with the removal and replacement of old, damaged, or end-of-life waste collection bins within the Rockhampton Region, including basic administrative tasks, both paper and electronic systems.
- Assemble new waste collection bins in preparation for delivery.
- Safely dismantle and store old, damaged, and unserviceable waste bins in preparation for transport to recycling facilities.
- Undertake general labouring duties to support the effective operation of the Collections Team, including cleaning event bins using a high-pressure water cleaner.
- Perform general site duties, including bin handling, mowing, whipper snipping, litter collection, sign cleaning and general housekeeping.
- Assist with gatehouse operations, including customer service, processing transactions, and collecting fees.
- Follow instructions and complete basic documentation (e.g. vehicle or equipment inspections, Pathways etc).
- Conduct daily safety checks of vehicles, plant and equipment and record findings on daily check sheets.
- Follow all site procedures, including safety and traffic management requirements.

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- 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 operating and maintaining of work utilities, trailers, small machinery, hand tools and two-way radio.
- Basic understanding of legislation relevant to the area of work.
- Sound numeracy and literacy skills.
- Experience or ability to work in a waste environment to undertake manual tasks including litter collection, fence maintenance, vehicle washing.
- Demonstrated commitment to safe work practices including risk assessments, manual handling and WHS procedures.
- Ability to work alone, or with minimal supervision.
- Communication - Ability to communicate clearly and effectively with others, both verbally and in writing.
- Teamwork - Ability to work collaboratively with team members and across Council to achieve shared outcomes.
- Time Management - Ability to plan, organise, and prioritise tasks to meet work objectives.
- Problem Solving & Decision Making - Ability to assess situations, use sound judgement, and make appropriate decisions within the scope of the role.
- Risk Awareness - Ability to identify and manage risks to ensure work is completed safely and to the required standard.
- Customer Service - Ability to provide professional and responsive service, meeting customer expectations.

Qualifications

- Hold a current Construction Industry White Card.

Desirable Qualifications and Experience

- Experience in operation and maintenance of plant and equipment, preferably in a waste or similar operational environment.
- Relevant licences and experience in small equipment (eg forklift, mower, skid steer etc).
- 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* – 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.*

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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.

Additional Requirements

- Ability to work in an outdoor environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence (minimal provisional).
- Ability to work after hours and weekends when required.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Ability to provide a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Willingness and ability to be immunised against Hepatitis A&B and Tetanus.

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:	
Employee Signature:	
Date:	