



JOB DESCRIPTION

Waste Facility Attendant (Part-time)

Department - Works

Base rate: \$29.88 - .27 EFT

Level 3 – Shire Enterprise Bargaining Agreement 2018

Reports to – Manager of Works

Supervisory Responsibility – Nil

POSITION SUMMARY:

The Waste Facility Attendant supports the Manager of Works in providing waste services to the Shire of Jerramungup. The position is responsible for the day to day activities at the Bremer Bay Waste Facility under direction from the Manager of Works. The position is on a part-time basis, 14 hours a week, rostered over Wednesday (10am - 2pm), Friday (10am-4pm) & Sunday (12pm - 4pm).

ROLE REQUIREMENTS:

Essential Competencies:

- Demonstrated numeracy, written and verbal communication skills to carry out financial transactions, read safety instructions and effectively communicate with members of the public and Shire team.
- Physical fitness capable of undertaking manual labour.
- A proven safety record and the ability to follow proper methods, procedures, and safety precautions.

Desirable Experience:

- Proven experience working with limited supervision.
- Proven problem solving and time management skills.
- Previous experience working in the waste industry or similar.
- Basic computer literacy.
- First aid qualifications.

Qualifications:

- Current Driver's License (minimum C Class)

Additional Requirements

- Employee medical including a drug and alcohol screening (Shire will cover cost of employment medicals).
- National police clearance.

CORE POSITION ACTIVITIES:

Key Responsibilities	<p><i>Without limiting the above, the key responsibilities of the position holder shall include:</i></p> <ul style="list-style-type: none">• Direct the public on the correct placement of refuse and recyclable materials and the assessment of loads as per Shire’s waste acceptance criteria.• Collect tipping fees in accordance with Shire procedures or as directed by the Manager of Works.• Ensure the rubbish tip surrounds are maintained in a tidy manner and refuse is disposed of in the correct location. This includes all areas within the rubbish tip bounds, access roads and adjoining properties.• Encourage the public to minimise waste and recycle.• Maintain safety at the rubbish tip, ensuring the public do not enter restricted areas.• Assist with nominated waste management projects.• Adhere to Council’s policies and procedures and the rubbish tips general work procedures.• Undertake training on activities within the Shire. Other duties as directed by the Manager of Works. <p><i>Key responsibilities may be modified from time to time to ensure that outcomes are coordinated with Shire Operational and Corporate Plans.</i></p>
Accountabilities	<ul style="list-style-type: none">• Comply with the duties under the <i>Occupational Safety and Health Act 1984 (WA)</i> and <i>Occupational Safety and Health Regulations 1996 (WA)</i>.• Compliance with the Shire’s Code of Conduct, management directives, Policies and Procedures.• Allocated tasks and reporting requirements are consistently completed within the agreed timeframes.• Demonstrate a spirit of cooperation toward other employees and the achievement of Shire aims and objectives.• Commitment to equal employment opportunity, diversity and merit principles.• Cooperate with employers in their efforts to comply with occupational health and safety requirements.• Each employee will respect and support each other.• Each employee is responsible for delivering an exceptionally high quality customer service to the Community.• Ensure complete and accurate records are captured, created and maintained within the appropriate recordkeeping system in accordance with Shire Policies and Procedures.• Reports to Manager of Works.

EMPLOYEE:

Name: _____

Signature: _____

Date: _____

CHIEF EXECUTIVE OFFICER:

Name: _____

Signature: _____

Date: _____