

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Landfill Attendant	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream B Award
Position Number:	5028	Classification Level:	3
Employment Location:	Waste Management Facilities	Position Status:	Casual
Department:	Community and Environment	Document Last Reviewed:	10/01/2023
Branch:	Waste & Recycling Services	Job Dictionary:	MD-5-089
Accountable To:	Supervisor – Facilities & Waste Separation		
Aim of Position:	The focus of this position is to provide efficient waste management services in the local community.		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

1. Opening and closing of waste management facility at the allocated time, ensuring all clients have left the facility as required.
2. Accurate identification of each waste and recycling stream, undeclared item and hazardous substance entering or kept at the facility.
3. Where practicably possible, ensure the separation of recoverable items destined for landfill into recovery streams.
4. Ensure appropriate handling and disposal of any hazardous substance or Dangerous Good .
5. Direct the clients on the use of the facility including guiding customers to relevant drop-off points, bays and where necessary help with unloading.
6. Maintenance of waste management facility and surrounds including, cleaning of transfer station, collection of windblown litter, cleanup of off-site littering and illegal dumping, maintenance of lawn and gardens and the installation and repair of litter fencing and signage.
7. Reporting all necessary maintenance on waste management facilities and surrounds to Supervisor – Facilities & Waste Separation through appropriate channels.
8. Undertake regular inspection of loads to identify undeclared or hazardous items and if correct ticketed charges have been applied.

9. Perform the measurement and sampling of waste and recycling streams as required.
10. Perform the monitoring, removal and cleanup of contaminated stockpiles and where possible accurately report customer details to the Supervisor – Facilities & Waste Separation for investigation.
11. Attend to the accurate collection of fees, maintaining records relating to waste & recycling activities and daily cash reconciliations.
12. Communicate with on-site staff via telephone and two-way radio to assist in the management of site operations.
13. Undertake Recycle Goods Shop operations including opening and closing, receipting sales, and stock pricing, rotation and display.
14. Operation of computerized Waste and Recycling gate / weighbridge software.
15. Assist the Supervisor – Facilities & Waste Separation in arranging contractor collection of material off-site and performing the movement of resources between waste facilities.
16. It is expected that the incumbent undertakes other reasonable duties and tasks requested by Management within the incumbent's capabilities, including additional duties as required during periods of absence of other staff.

Position Requirements - Qualifications and Experience:

Mandatory:

1. Possession of a current "C" Class Driver's License.
2. General Construction Induction (White) Card.
3. Demonstrated sound level written and verbal communication and interpersonal skills
4. Demonstrated organisational skills and ability to work under minimal supervision and with a team focus.
5. Working knowledge of different waste and recycling streams, including various categories of valuable scrap materials.
6. Experience in cash handling and receipting.
7. Demonstrated sound level use of computer related software including MS Office Suite, Internet, e-mail and Council corporate software and gate / weighbridge software or similar.
8. Demonstrated knowledge of Work Health and Safety requirements
9. Ability to work in all weather conditions in a physically demanding role

Desired:

1. Experience in operation of waste management facilities.
2. Experience with or knowledge of the handling, storage and disposal of Hazardous Substances and Dangerous Goods.
3. A current heavy rigid (HR) truck license.
4. Plant & forklift competencies.
5. MUTCD - Working in Proximity to Traffic Awareness Part 1 & 2
6. Asbestos Removal Class B License

Organisational Capabilities – Individual Employees (Leading Self):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Capability	Descriptors
Building Relationships (mandatory)	Engage people to build positive relationships: <ol style="list-style-type: none"> 1. Puts themselves in other people's shoes to accept and value different thinking 2. Uses sound communication skills of active listening, paraphrasing to check for understanding, and appropriate language depending on the audience 3. Quickly assesses the emotions of colleagues around them and then adapts words, tone and gestures accordingly
Customer Focus (mandatory)	Focuses on customers: <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Engages customers in a friendly and appropriate manner

	3. Shows respect for customers and stakeholders
Safety and Professionalism (mandatory)	Models safe, professional and ethical behaviour: <ol style="list-style-type: none"> 1. Identifies safety issues and problems, takes and monitors corrective action 2. Is consistent in word and actions 3. Is viewed as trustworthy, honourable and truthful, and respectful of the view of others 4. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job Requirements (mandatory)	Applies knowledge and skill: <ol style="list-style-type: none"> 1. Able to demonstrate knowledge appropriate for their role 2. Demonstrates strong skills in their functional area 3. Committed to maintaining a high standard of practice in their role
Cross-Organisational Thinking	Understands how their work makes a difference to Council: <ol style="list-style-type: none"> 1. Can describe the vision and purpose for their direct area 2. Able to describe how their work contributes to organisational objectives 3. Considers wider organisational objectives when making decisions and performing their work
Leading People	Supporting others: <ol style="list-style-type: none"> 1. Provides considered and supportive feedback to other team members and colleagues
Developing People with a One Team Focus	Supports others' capability development: <ol style="list-style-type: none"> 1. Readily shares their knowledge and experience 2. Acts as a coach, mentor, role model and sounding board for others
Driving People's Performance	Focuses on performance: <ol style="list-style-type: none"> 1. Seeks to understand tasks, asks questions and knows what is expected of them 2. Approaches challenging work situations with positive energy 3. Sets priorities and organises self to meet work deadlines 4. Reports progress and any potential delays of issues which may impact on others
Managing Stakeholders	Manages internal and external relationships: <ol style="list-style-type: none"> 1. Written and verbal communication is clear and concise 2. Listens to others actively and attentively 3. Demonstrates a friendly and engaging interpersonal style 4. Builds networks with peers 5. Works collaboratively with others
Decision Making	Makes sound decisions: <ol style="list-style-type: none"> 1. Demonstrates ability to research, understand and analyze information relevant to work tasks 2. Shows judgement in decision making
Making Improvements	Open to making improvements: <ol style="list-style-type: none"> 1. Shows a willingness to try new ways of working 2. Generates and shares new ideas and suggestions for improvement
Progressing Change	Responds flexibly to changes: <ol style="list-style-type: none"> 1. Works to embrace and assist change 2. Helps to engage others in the change process 3. Shows resilience in times of uncertainty

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

Accountability	Action
1. Workplace Health and Safety	1. Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
2. Culture	1. Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. 2. Comply with Council's Code of Conduct and all Council policies and procedures at all times.
3. Information Services and Technology	1. Protect and manage Council's information assets in accordance with legislative, Policy and process requirements. 2. Use Council's technology appropriately and with respect.
4. Disaster Management	1. Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
5. Customer Service	1. Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
6. Financial Accountability and Governance	1. Models compliance with Council's procurement Policy. 2. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. 3. Legislative Sub-Delegations and authorisations may also be applicable.
7. Corporate record keeping	1. Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's recordkeeping requirements.

Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
Tetanus	Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.
Twinrix (Hepatitis A and B)	For staff who are at risk of a needle-stick injury, have regular contact with human tissue, blood or body fluids and / or for staff who work with rural and remote Indigenous communities, childcare, carers of people with disabilities, healthcare workers, plumbers or sewage workers.
COVID-19	Staff are to be fully vaccinated and provide appropriate evidence; or provide evidence of a medical contraindication

Acknowledgment

I hereby agree to abide by Council values, policies and the Local Government Act and that this position description clearly outlines the overall responsibilities, physical requirements (through the relevant Job Dictionary) and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

Signature of Employee	
Print Name	
Date	/ /