



Position Description

Position Summary

Position Title:	Waste Management Officer
Position Status:	Permanent, full time
Reports to:	Coordinator Waste Management
Location:	Waste Management Centre Southern Cross Drive, Ballina
Applicable Grade:	Grade 5
Additional:	Requirement to work regularly outside of normal business hours Requirement to regularly work weekends or shifts

Position Objective

- To undertake a variety of duties to ensure the efficient delivery of waste management services to the community, while maintaining a professional and courteous public image.
- To operate and maintain relevant plant and equipment within the Waste Management section of the Civil Services Division.
- To provide a high level of customer service to Council's internal and external clients to ensure efficient and effective operations.

Organisational Relationships

Within Division:	Director Civil Services Coordinator Waste Management Supervisor Waste	Manager Resource Recovery Operations Officer Waste Management staff
Within Council:	General Manager	All Council employees
External to Council:	Members of the public Contractors	Local businesses

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Provide a high level of customer service when dealing with general enquires and complaints from both internal and external customers.
- Present a positive image of Council to the public.

Waste Management

- Ensure the collection of all residential, commercial and park garbage and recycling bins is performed in a timely and professional manner in accordance with Waste Management Facility roster and garbage run requirements and times.
- Perform the role of transfer station attendant as required.
- Provide assistance where required in ensuring environmental monitoring operations are undertaken in accordance with safety and environmental requirements.
- Assist in undertaking weighbridge operations, which requires directing customers, receipting payments and recording weights of vehicles through Council's weighbridge system.
- Undertake labouring duties and grounds maintenance at the waste management facility, including the litter collection, mowing, weeding and general maintenance tasks.
- Work is undertaken in accordance with waste licensing requirements.

Plant and Machinery Operation

- Operate a single driver garbage truck and other plant items for the efficient and effective performance of operations at the Waste Management Facility.
- Perform daily cleaning and maintenance work on the garbage truck and ensure plant daily inspections are undertaken and initiate plant maintenance requests.
- Operate items of plant and equipment in a safe manner.
- Actively participate in plant and equipment assessment process.
- Hold appropriate licences and tickets prior to operation.

Written Communication

- Accurately complete standard forms and paper work, such as timesheets, work orders, TfNSW records and WHS related documents.
- Assist in the creation and review of working procedures.

Work Health and Safety

- Ensure that all work is carried out in accordance with Council's safe work procedures and work health and safety policies. This would include conducting the following at all worksites:
 - Ensuring hazard identification, risk assessments and safe work method statements are or have been conducted for all tasks.
 - Ensuring that all appropriate personal protective equipment is used at all times.
 - Ensuring that incident reports are completed for any incident/accident involving personnel or plant.
 - Ensuring that site-specific inductions are conducted including Council employees, contractors and visitors.
 - Complete pre-start safety checks on plant items and ensure safe operation of plant in accordance with Council policies and procedures.
 - Abide by Council policy to maintain a smoke free workplace by not smoking in Council offices, plant and on worksites.
 - Ensure all work is carried out in accordance with Council's Environmental Management Plan, Quality Plans and safety management documents.

Teamwork

- Participate as a positive team member and contribute to the achievement of team goals and objectives.

Continual Improvement

- Contribute to process, systems and procedures improvements that deliver quality services and projects.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and people and culture policies such as timekeeping, records management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct and uphold Council values</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest. • Understand and comply with Fraud and Corruption Policy and Plan.

Selection Criteria

The following essential and desirable criteria must be addressed as part of your application. Applications that do not address these criteria will not be considered.

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Current class HR (Heavy Rigid) driver licence and relevant operation experience, with a good and safe driving record.
- Demonstrated experience in and ability to undertake physical labouring duties.
- Proven good communication skills, both oral and written.
- Willingness and ability to work rostered shifts; including regular work outside normal working hours.
- Current immunisation against Hepatitis A and Hepatitis B viruses or willingness to participate in an immunisation program.
- Knowledge and understanding of the principles and practices of equal employment opportunity and work health and safety and an ability to apply them to work practices.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Experience in the waste management industry.
- Experience in the operation of waste collection vehicles.
- Experience in the operation of in vehicle data management systems for waste collection vehicles to record and track run and bin collection information.
- Experience in the operation of a weighbridge, including cash handling and use of appropriate computer systems.
- Understanding of risk and environmental requirements as they apply to the waste management industry.
- Front End Loader ticket.
- Forklift ticket.
- Working Near Overhead Powerlines certification.
- Work Safely in the Construction Industry Induction ticket (white card).

Information Package

Waste Management Officer

APPLICATIONS CLOSE: Wednesday 27 October 2021

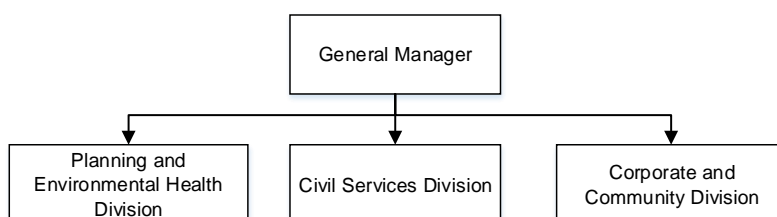
Position Overview

Reporting to the Coordinator Waste Management, the position of Waste Management Officer is responsible for the safe and efficient operation of a single driver garbage truck to ensure the collection of all garbage and recycling bins is performed in a timely and professional manner.

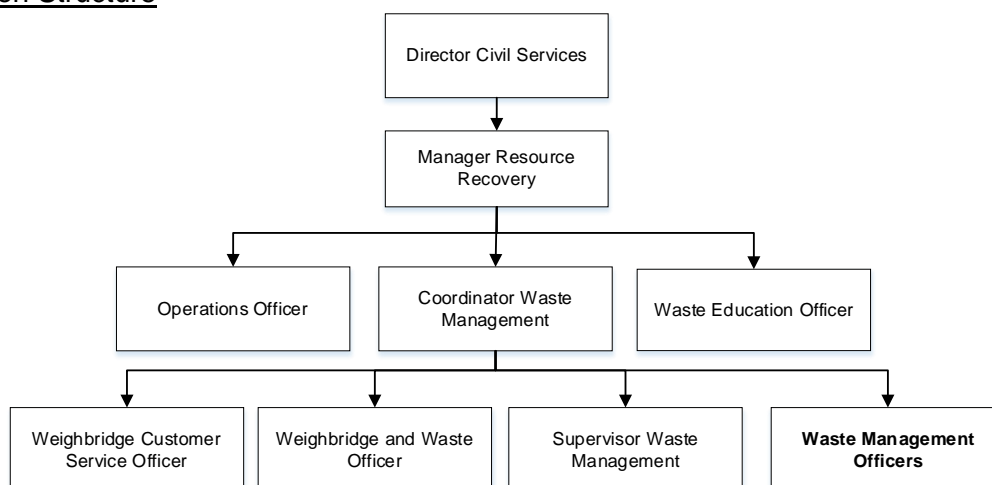
The position will also assist with a variety of other duties to ensure the efficient delivery of waste management services to the community, while maintaining a professional and courteous public image.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Waste Management Officer, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-Employment Functional and Medical – undertaken with Council's exercise physiologist to assess strength, fitness and physical capabilities to determine suitability to the duties of the position.
- Pre-Employment Audio Examination – undertaken with Council's hearing specialist to test for pre-existing conditions and to ascertain whether hearing levels are sufficient to safely perform the duties of the position.
- Blood and Urine Test – to determine immunity to Hepatitis A and Hepatitis B, and to test for the presence of drugs and/or alcohol.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions pursuant to the Local Government (State) Award. The position of Waste Management Officer is assessed at Grade 5 under Council's salary structure, providing an annual salary range of \$52,200 to \$59,900 (plus superannuation), dependent upon skills and qualifications. Appropriate penalty rates for work on weekends and public holidays will also be applicable.

In addition, employees are provided with a Council uniform and equipment to enable them to fulfil their position requirements, currently enjoy a nine day fortnight working arrangement and have access to a range of other benefits including educational assistance initiatives, a very attractive training support program.

Application Requirements

Applicants must submit documentation addressing the selection criteria for the position. The essential and desirable criteria for the position of Waste Management Officer are listed in the Position Description. Applications that do not address these criteria will not be considered. In addition, a resume will need to be provided with the following details included:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Submission of Application

Applications can be submitted on line via the following link:

<https://ballina.nsw.gov.au/careers--88>

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Waste Management Officer is as follows:

Closing date:	Wednesday 27 October 2021
Interview date:	Week commencing 1 November 2021
Pre-employment process:	Week commencing 8 November 2021
Candidates notified of outcome:	Week commencing 8 November 2021

For further information on this recruitment process, please contact Council's People and Culture section on 02 6686 1443.