

# Position Description

Position Details			
<b>Position title</b>	Waste Facility Team Member	<b>Position number</b>	PD418a
<b>Group</b>	Assets & Operations	<b>Previous position numbers</b>	N/A
<b>Section</b>	Waste Services	<b>Reports to</b>	Landfill and Transfer Station Coordinator
<b>Area</b>	Waste Operations	<b>Evaluated / approved by</b>	K Marsh
<b>Team</b>	N/A	<b>Version number</b>	September 2022
<b>Position level code</b>	6 (Line-level employee)		
<b>Position statement</b>	Undertake a range of waste facility operations including customer liaison, fee collection, transfer and management of waste within the facility, and maintenance of associated records.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Waste disposal fee collection and customer liaison.	<ul style="list-style-type: none"> <li>Open and close waste facility.</li> <li>Greet customers, inspect waste and quantify fee, collect monies and issue payment receipts.</li> <li>Direct customers to appropriate areas for waste disposal.</li> <li>Promote the full range of waste services to customers.</li> <li>Plan and prioritise on-site activities.</li> <li>Respond to a range of customer enquiries.</li> </ul>	<ul style="list-style-type: none"> <li>Waste facility sites are opened and closed as per listed operating hours.</li> <li>Waste disposal transaction information is input accurately to the data recording system.</li> <li>Customers are dealt with in a professional and courteous manner.</li> <li>Customer enquiries are responded to accurately or escalated as required.</li> <li>Non-conformances and unreasonable customer behaviour is escalated to management.</li> <li>On-site activity is planned and undertaken in a manner to cause minimal disruption to customers.</li> </ul>
Facility Maintenance and Operations	<ul style="list-style-type: none"> <li>Carry out landfill operations.</li> <li>Assist in developing detailed landfill filling plans.</li> <li>Maintain waste facility and associated offices and amenities, including vegetation management.</li> <li>Remove contaminants from garden waste, scrap metal, timber piles, and other materials in preparation for recycling or reprocessing.</li> <li>Undertake garden waste processing.</li> <li>Assist in undertaking construction and maintenance activities on waste facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Waste facility, offices and amenities are safe and presentable at all times.</li> <li>Small plant equipment including mowers and trimmers are operated safely and according to manufacturers' guidelines.</li> <li>Contaminants are removed as required.</li> </ul>
Record keeping and administration	<ul style="list-style-type: none"> <li>Reconcile cash account and EFTPOS transactions each day.</li> <li>Complete Site checklists.</li> <li>Maintain Site inventories and order replacement stock where required.</li> <li>Complete a range of operational reports.</li> <li>Cross-train other team members.</li> </ul>	<ul style="list-style-type: none"> <li>Reconciliations occur at end of each day.</li> <li>Identified items in the checklist are actioned or escalated as required.</li> <li>Inventories are at required stock levels.</li> <li>Reports are accurate, legible and submitted within expected timeframes.</li> <li>Cross-training utilises effective adult-learning techniques.</li> </ul>

# Position Description

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Innovation and adaptability	<ul style="list-style-type: none"><li>• Willingness to suggest and adopt new initiatives.</li><li>• Capacity to adapt to and promote change in the workplace.</li><li>• Identify and use contemporary technology and equipment.</li></ul>	<ul style="list-style-type: none"><li>• Promote and adopt new initiatives, changes, technology and equipment.</li></ul>

General Position Requirements	
Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> <li>You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.</li> </ul>
Risk management, Work Health and Safety	<ul style="list-style-type: none"> <li>You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.</li> </ul>
Equal employment opportunity	<ul style="list-style-type: none"> <li>You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.</li> </ul>
Financial management	<ul style="list-style-type: none"> <li>When required to purchase and procure supplies you use the correct organisational processes and procedures.</li> </ul>

Our Values Commitment: PLaCE	
We are committed to and believe	
People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate  We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently

Behavioural Competencies	
Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> <li>You conduct yourself in the workplace according to our PLaCE values.</li> <li>You show respect for all employees, acknowledging the importance of diversity in the workplace.</li> <li>You work safely and support your colleagues to also work safely.</li> <li>You work well with people who have different ideas, perspectives and backgrounds.</li> </ul>
Learning is important	<ul style="list-style-type: none"> <li>You attend all mandatory training and learning events.</li> <li>You seek to learn from your colleagues including looking for mentoring opportunities.</li> <li>You review your own performance and ask for feedback to learn and improve.</li> <li>You look for and suggest better ways of doing things in the workplace.</li> <li>You actively participate in team meetings.</li> </ul>
Can do	<ul style="list-style-type: none"> <li>You take pride in your own work and that of your team members.</li> <li>You understand who your stakeholders are and why they matter.</li> <li>You are willing to go the extra mile for stakeholders and act upon their feedback.</li> </ul>
Engaging the whole organisation is important	<ul style="list-style-type: none"> <li>You understand our organisation's goals and how your job fits into the wider Council picture.</li> <li>You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)</li> </ul>

## Knowledge, Skills and Qualifications

### Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Demonstrated experience in the operation of landfill plant or similar earthmoving equipment.
- Demonstrated oral communications skills in a customer-oriented work environment.
- Experience with cash handling procedures.
- Two (2) years' experience in a similar role (indicative).
- Additional skills, knowledge and qualifications that may be applicable to this position, such as other specialist training or work experience.

### Selection criteria – qualifications and licences

- Current Class C (Car) Drivers Licence.

## Conditions of Employment

Status	Fixed term contract part time		Hours per weeks	26
Award classification	Band: 1	Level: 4	Award	Local Government (State) Award 2020
BVSC grade	Grade 4 plus adverse working conditions allowance level 2			
Pattern of work	Variable			
Special requirements	<div><input checked="" type="checkbox"/> Weekend Work</div> <div><input type="checkbox"/> Evening Work</div> <div><input checked="" type="checkbox"/> Public Holiday Work</div> <div><input type="checkbox"/> Participation in on call roster</div> <div><input type="checkbox"/> Other: Enter details of any other special requirements of this position.</div>			

## Delegations

<b>Staff</b>	Number of direct report positions: 0	Staff span of control: 0
<b>Budgetary</b>	\$Nil	
<b>Purchasing</b>	Purchase Card Entitlement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Purchase card limit: \$N/A	
<b>Statutory</b>	As per BVSC Register of Delegations	
<b>Security</b>	Access to Waste Facility sites during opening hours.	

## Benefits

<b>Motor vehicle</b>	Not applicable		
<b>Information technology</b>	<input type="checkbox"/> Workstation PC <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Tablet <input type="checkbox"/> Tablet <input type="checkbox"/> Camera <input type="checkbox"/> Other: <a href="#">Click here to enter text.</a>		
<b>Telecommunications</b>	<input type="checkbox"/> Desk Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: <a href="#">Click here to enter text.</a>		
<b>Workwear</b>	<input type="checkbox"/> Corporate uniform <input checked="" type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Personal Protective Equipment: Outdoor workwear; safety shoes/boots; sunglasses.		

## Model Job Demands Checklist

Please ensure this checklist should be completed in conjunction with People and Governance Team.

<b>Job title:</b> Waste Facility Team Member		
<b>PD Number(s)</b>	PD418a	
<b>Completed by</b>	Name: Kurt Marsh	Date: 30/05/2018
<b>Administration</b>		<b>Notes</b>
Computer Use (including hand held tablet) <i>generic screen based</i>	Yes	
Sitting at desk	Minimal Likelihood	
Standing for long periods <i>if yes, please indicate length in hours</i>	Yes	
<b>Manual Handling</b>		<b>Notes</b>
Light lifting/Carrying (0-9kg)	Yes	
Moderate Lifting/Carrying (10-15kg)	Yes	
Heavy Lifting/Carrying (16kg and above)	Minimal Likelihood	<i>Note- If yes, the manager/coordinator must liaise with WHS Advisor</i>
Climbing	Minimal Likelihood	
Bending	Minimal Likelihood	
Kneeling/Squatting	Minimal Likelihood	
Reaching	Minimal Likelihood	
Sequential/Repetitive movements in short period of time <i>is the ability to carry out a repetitive action doing the same thing over and over again</i>	Minimal Likelihood	
Manual dexterity/manipulation <i>is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can include muscular, skeletal and neurological functions to produce small, precise movements</i>	Minimal Likelihood	

Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	Minimal Likelihood	
Walking <i>including distance eg job sites</i>	Yes	
Walking/running up and down steep slopes	Yes	Dependent on the site.
Walking whilst pushing/pulling object	Yes	Moving objects with trolley or equipment.
Works outdoors <i>majority of work is outdoors</i>	Yes	<i>Note - If yes, a functional assessment may form part of the pre-employment medical</i>
Works in a customer service environment	Yes	
Confined spaces	No	<i>Note - If yes, this must also form part of position description</i>
Requirement to wear personal protective equipment (ppe)	Yes	Gloves, steel capped boots and high vis. Other PPE equipment based on tasks.
Working at heights <i>if yes this must also form part of position description</i>	Minimal Likelihood	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	Yes	Refuelling plant and chemicals in waste.
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	Minimal Likelihood	
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	Minimal Likelihood	<i>Note - If yes, a baseline hearing test may form part of the pre-employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	Yes	<i>Note - If yes, a baseline spirometry test may form part of the pre-employment medical. There is an exposure standard in the Safe Work Australia's "Workplace Exposure Standards for Airborne Contaminants"</i>
Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	Yes	<i>Note - If yes, a baseline skin screening test may form part of the pre-employment medical</i>
Exposure to some infectious diseases	Minimal Likelihood	<i>Note - Please see Immunisation Procedure 6.05.3 and Immunisation section of the model job demands checklist</i>

Vision		Notes
Vision <i>Ability to identify safety critical colours</i>	Minimal Likelihood	Identify safety signage and operate machinery.
Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	Yes	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Plant/Equipment and or vehicle operation	Yes	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Cyclic Workload		Notes
Peaks and Troughs	Minimal Likelihood	
Frequent overtime	Minimal Likelihood	
Rostered shift work	Yes	7 day rotating roster.
Psychological Demands		Notes
High turnover of work	Yes	
Tasks involving interacting with distressed people	Minimal Likelihood	
Immunisations		Notes
COVID-19	Yes	<i>Note - Recommended that incumbent has received two doses of a COVID-19 vaccination due to nature of role and the need to provide services to members of the public.</i>
Hepatitis A & B	Minimal Likelihood	<i>Note - Please refer to immunisation procedure 6.05.3</i>
Measles, Mumps, Rubella, Pertussis and Varicella	Minimal Likelihood	<i>Note - Please refer to immunisation procedure 6.05.3</i>
Tetanus	Yes	<i>Note - Please refer to immunisation procedure 6.05.3</i>

### Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore, will only request such information for reasons relating Workplace Health and Safety. Additionally - Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.