

## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Waste Service Operator		
<b>Position Number:</b>	5306	<b>Standard Position Hours:</b>	38 Hours
<b>Group:</b>	Works and Infrastructure	<b>Unit:</b>	Environment and Waste Services
<b>Salary Grade:</b>	3	<b>Award Band and Level:</b>	Band 1 Level 4
<b>Position Reports to:</b>	Supervisor		
<b>Staff Management:</b>	Nil		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>	February 2011	<b>Date Last Reviewed:</b>	April 2018
<b>Version:</b>	3	<b>Document Number:</b>	DOC2014/056690

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works and Operations
- Infrastructure
- Open Space and Community Facilities
- Environment and Waste Services

The Environment and Waste Services unit is responsible for managing waste & community environmental management activities and developing and implementing environmental initiatives and strategies.

The position forms part of the Environment and Waste Services Unit.

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

The primary objective of this position is to perform in all areas of the waste service to ensure the effective and efficient delivery of all waste service activities.

## KEY ACCOUNTABILITIES

A Waste Service Operator may be called upon to fulfil the following roles within the Waste Service Team:

1. Operation of Single Operator side load waste collection vehicles used to provide Council's waste collection service if and as required.
2. Maintenance, delivery and repair of mobile garbage bins.
3. Operation of waste handling plant, that may include excavator, loader, traxcavator, compactor, hook-lift truck and water cart to achieve the following outcomes:
  - Collect and transport refuse within the site.
  - Compact rubbish in accordance with best practise plant operation.
  - Maintain safe working distance from customers depositing waste.
  - Ensure waste at the active face is adequately covered at the end of each day using either approved cover material or tarp-o-matic.
  - Spread cover material at the site in accordance with prescribed operations.
  - Ensure a level, hardstand area is provided at the end of each day in readiness for the following day's delivery by collection vehicles.
  - Maintain cleanliness within the site and plant, including mowing of lawns.
  - Clear away debris including picking up of litter.
  - Manage dust control and leachate within the site.
  - Control traffic by placement of signs, lights and barriers.
4. Assist and advise the public in the disposal of waste at the appropriate location, such as the tip face, recycling/resource recovery area, mixed waste push-pit and community recycling centre.
5. Process waste transactions in the weighbridge, including cash handling as required during the operating hours of the Waste Management Centre.
6. Ensure that the weighbridge building and surrounding public areas are kept in a clean and tidy condition.
7. Provide assistance to the Waste Services Coordinator and Supervisors in the following areas:
  - Work in a small team to complete set tasks.
  - Assist in measuring the work output of the team.
  - Monitor worksite WHS issues and take corrective action as required.
  - Assume responsibilities (as directed) of the site supervisor or collection supervisor as required during Supervisors absences.
8. Ensure that best practice work methods are adopted.
9. Respond to emergency events/situations on a roster basis if required.
10. Promote a climate of trust, respect, Council loyalty and teamwork within the Waste team
11. Any other accountabilities or duties as directed by Supervisor/Manager which are within the employee's skill, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Demonstrated ability to deliver a high level of customer service.
2. Demonstrated experience in cash handling and receipting including an understanding of security procedures in relation to money collection.
3. Demonstrated computer literacy skills, including experience in the use of Microsoft Office and other software/databases programs relevant to the position.
4. Demonstrated ability to work unsupervised and to plan and coordinate work with minimal supervision.
5. Demonstrated proficiency in basic literacy, numeracy, written and oral communications.
6. Willingness to work in a team environment in a cooperative manner and to actively participate in "on the job" training.
7. Demonstrated knowledge and understanding of Workplace Health and Safety requirements.
8. Willingness and capability to work weekends as per Waste Services roster.

### Essential Certificates, Licences and Tickets

1. Current class HR (unrestricted) driver's licence
2. Holder of, or willingness and ability to obtain within 6 months of commencement, all of the following;
  - Front End Loader Licence (LL) or statement of attainment or other nationally recognised qualification, or an industry competency card for the operation of a Front End Loader.
  - Forklift licence.

### Highly Desirable

1. Demonstrated understanding of Council's Work Health and Safety requirements relating to the Waste Management Centre.
2. Previous experience with weighbridge operations, waste disposal site operations and operating waste collection vehicles, traxcavator/loader, excavator, compactor and Tarp-o-matic.
3. Demonstrated understanding of waste management practices including landfill operation, recycling and resource recovery.
4. Demonstrated ability to recognise and appropriately handle dangerous goods.

## SIGNATURE

### Employee

Full Name:

Signature:

Date: