



Position Title:	Waste Depot Operator		
Position Code:	P098	Converted:	25/05/2018
Award Classification:	Band:	1	Level: 2
Salary System Grade:	Grade:	2	Minimum Level: Entry
Approved:	Fiona Plesman		Date: 28/08/2018

Primary Purpose of the Position

To provide courteous and efficient waste depot operator services at the Muswellbrook Waste Management Facility and Denman Transfer Station.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:




1. Operate the weighbridge in accordance with National Measurement Institute requirements and Council waste management record keeping procedures.
2. Utilising EFTPOS and cash handling, issuing of receipts and financial reconciliation procedures using basic computer operation programs.
3. Identify and classify waste and recycling into appropriate streams and direct the public on placement. Maximise the recovery of recyclable material.
4. Assist customers with transfer recycling bin operations and with purchases from Hoarders Haven, mulch and woodchip stockpiles whilst ensuring that all stockpiles are tidy and free from contamination
5. Ensure that the sites are clean and tidy, in particular around the transfer bins including the mowing and trimming of appropriate areas when required.
6. Ensure that all gates are open or closed as appropriate, that all security devices are operational and armed at close of business and check that no members of the public are on site at close of trading.
7. Ensure compliance with and provide input to Council Risk Assessments, Safe Work Method Statements, Standard Operating Procedures and relevant WHS Legislation.
8. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework		
Group and Capability	Capability & Behaviour Descriptors	
	Ethical Behaviour - Be professional, ethical and demonstrate behaviour in line with Council's SPIRIT Values	<ul style="list-style-type: none"> Behave in an honest, ethical and professional way, demonstrating Council's SPIRIT Values Be aware of and follow relevant legislation and policy frameworks Speak up against misconduct, illegal and inappropriate behaviour
	Effective Communication - Listen, interpret and convey information in a clear and respectful manner	<ul style="list-style-type: none"> Explain things clearly and respectfully Allow others time to speak, and actively listen to others Approach conflict objectively, and refer to a supervisor where appropriate
	Collaboration - Work within a team environment, cooperate with others and consider the needs of others to achieve shared goals	<ul style="list-style-type: none"> Participate as a supportive team member and work with other team members to achieve goals Help other team members to share the load in peak work periods Work together in challenging situations

Key Tickets, Qualifications and Other Skills

1. Year 10 School Certificate.
2. A current white card (or general construction induction card)
3. Class C Drivers Licence.
4. National Measurement Institute Statement of Attainment in Weighbridge Operations or ability and willingness to complete the course.
5. Certificate III in Waste Management or ability and willingness to complete the course. (desirable).
6. Demonstrated experience and/or capability to deliver the *Job Specific Key Accountabilities* (above).
7. Demonstrated Fundamental key capabilities as defined in the Key Capabilities Table (above).