# Position information

|  |  |
| --- | --- |
| **Directorate** | Development and Economic Growth |
| **Reports To** | Waste and Saleyards Coordinator |
| **Grade** | Grade 2 in Council’s salary system |
| **Location** | Narrabri Shire |
| **Award** | Local Government (State) Award  |

*This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviors that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.*

# Position Objective

Narrabri Shire Council manages and operates a licensed landfill at the Narrabri Waste Facility and eight transfer stations across the Shire. The objective of this position is to perform duties relevant to the daily operations of the Narrabri Waste Facility and other tasks as required at other Shire waste facilities, including maintenance and construction works.

Council also operates the Narrabri Livestock Selling Centre (Saleyard). This position is also responsible for operate and maintain the Saleyard in accordance with relevant legislation, policy, plans, guidelines and Council objectives.

# Key Responsibilities

* Undertake all duties relevant to the Narrabri Waste Facilities and Narrabri Saleyard safely in accordance with Narrabri Shire Council policies and procedures and all legal compliance, licenses and accreditation requirements.
* Provide a high standard of customer service to contractors, business representatives and members of the public visiting shire waste facilities and Saleyard.
* Respond to emergency situations appropriately and effectively to protect people, assets and the environment.
* Ensure electronic equipment is in working order to ensure accurate recording of data.
* Use Microsoft office to record information, including excel spreadsheets and basic world documents.
* Collect fees and charges in accordance with Council’s policy and prepare receipts and invoices as required.
* Maintain sound working relationships and effective communication flows with all stakeholders.
* Contribute to high levels of communication between other Waste Attendants and the Waste and Saleyard Coordinator by completing required records to a high standard, including the on-site diary and Toolbox Meeting Records.
* Undertake inspections and complete required maintenance of site fences, equipment and plant to the standard required and follow Council procedures to arrange any major repairs required and advise the Waste and Saleyard Coordinator of any irregularities or requirements. Perform maintenance to ensure that the Saleyard and Waste Facilities are able to be operated safely and effectively. This includes welding, weed control and mowing.
* Correctly identify waste including dangerous and hazardous substances to ensure correct handling, storage and/or disposal.
* Provide direction to contractors, business representatives and members of the public visiting Shire Waste facilities to ensure waste is segregated and placed in the correct location for recycling or disposal.
* Collect, dispose, handle, stockpile and sort special wastes and separated materials for reprocessing and recycling materials from Narrabri transfer stations or any location in the Shire.
* Actively collect windblown litter on approaches to the Narrabri Waste Facility and across the site to protect the surrounding environment and improve the visual aesthetics of the site.
* Assist with regional and local waste and recycling collection programs as required.
* Place and compact waste on the operational waste cell in accordance with Council procedures and EPA licence requirements.
* Operate and maintain the Community Recycling Centre and waste recycling areas to EPA requirements.
* Prepare the Saleyard for each sale and ensure appropriate cleaning after each sale, including securing equipment.
* Ensure that Saleyard facilities function during the course of the sale and carry out emergency repairs in accordance with safe work method statements during sales. Where maintenance is required that is beyond the scope of the position, liaise with the Waste and Saleyards Coordinator to arrange for an appropriate contractor.
* Monitor operation to ensure that Agents and their staff conduct activities at the Saleyard in accordance with the Saleyard Operations Manual/Quality Assurance Manual.
* Provide advice to and regulate agents, vendors, transport operators and buyers.
* In conjunction with the Waste and Saleyards Coordinator, ensure the effective operation of the Saleyards effluent management system in accordance with relevant legislation.
* Act as the primary point of contact for enquiries relating to the Saleyard.
* Comply with the Saleyards Quality Assurance Manual for the destruction and disposal of beasts.

**GENERAL**

* Comply with Council’s Corporate Values, policies and procedures.
* In accordance with the [Workplace Health and Safety Act](http://www.legislation.nsw.gov.au/maintop/view/inforce/act%2B10%2B2011%2Bcd%2B0%2BN) employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.

NOTE:

* Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
* Immunity to Hepatitis B and Q Fever will need to be attained and maintained.
* Employees may be required to work on different sites within the Narrabri Shire.
* Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

# REPORTING RELATIONSHIPS

Direct Reports: Nil

Indirect Reports: Nil

# COMPLIANCE TRAINING AND LICENCE REQUIREMENTS

The position needs to be able to attain and uphold the following licences/accreditations:

* Work Health and Safety General Construction Induction (White Card).
* AQF3 Chemical Accreditation.
* Demonstrated competence in the operation of load shifting and compacting machines, including:
* Skid Steer Loader
* Tracked Front End Loader
* Self-Propelled compactor
* Dozer

# authority & delegations

Authority and delegations applicable to this position are laid out in Council policies and delegations register which are updated from time to time. Refer to these controlled documents for specific information.

# Selection Criteria

**Essential**

* Demonstrated experience in providing a high standard of customer service.
* Demonstrated ability to follow directions, identify problems, suggest solutions and seek guidance from supervisors regarding proposed actions.
* Demonstrated ability to organise and undertake a work schedule with minimal supervision and operate as an effective team member.
* Sound literacy, numeracy and communication skills and the ability to communicate and negotiate effectively with all levels of the organisation and/or public.
* Basic computer skills and demonstrated use of Microsoft Office software with the ability to use corporate software systems.
* Demonstrated ability to perform cash handling tasks.
* Current Class MR Driver Licence.
* Firearms Licence.
* Work Health and Safety General Construction Induction (White Card).
* Demonstrated experience operating plant, for example skid steer, compactor/roller or dozer.
* Experience in welding for metal fabrication repairs and maintenance.

**Desirable**

* Formal qualification in asset maintenance (Certificate III in Waste Management).

# Document Review date: SEPTEMBER 2018 version: modified

I hereby agree that this role statement accurately reflects work requirements.

# AUTHORISation

HR Manager: Date:

Line Manager: Date:

Director: Date:

Employee: Date: