

ROLE DESCRIPTION

Multi Purpose Labourer Waste Operations

Directorate	Projects & Business Development
Unit	Waste and Resource Recovery
Reporting to	Assistant Overseer Waste Operations
Position Number	100518
Band	1/2
Grade	3
Date of Review	September 22

Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

Our Values and Behaviours



Primary purpose of the role

The primary purpose of the role is to provide a high level of service and maintenance in the operation of Council's landfill and across the waste department operations.

Key Accountabilities

- Operate and maintain plant to complete routine waste management tasks, under limited direction and in compliance with Environment Protection Authority (EPA) standards.
- Screen and sort incoming material accurately to minimise quantities directed to the landfill and ensure that all materials are deposited in site specific locations including recyclable/reusable or specific waste deposits – inert waste, putrescible waste, asbestos, etc.
- Provide efficient and effective administrative support including maintaining accurate records of all incoming material and outgoing recyclable and reusable material, receipt of monies and daily balancing.
- Report any infringements to Council's policies for landfill and transfer station operations.

Key Challenges

- Being respectful and polite when interacting with customers and stakeholders and maintaining a customer focused attitude.
- Representing Council in the field in a professional manner ensuring you're wearing the correct PPE and clean council uniform and that vehicles and plant are cleaned and maintained to look professional.
- Understanding waste and resource recovery requirements to provide accurate advice to customers

Qualification Requirements

Essential

- SafeWork approved High Risk License for LF - Forklift
- SafeWork Construction Induction Certificate (WHS White Card)
- Class C Driver Licence

Desirable

- First Aid Certificate
- Nationally accredited certificate or proven competency for LL - Front End Loader
- Nationally accredited certificate or proven competency for LE - Excavator
- Nationally accredited certificate for Work Near Overhead Powerlines
- Class HR Driver Licence

Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

Key Relationships

Who	Why
Internal	
Assistant Overseer Waste Management	✓ Report on progress towards achieving projects and tasks
	✓ Contribute to discussions and report issues
Waste and Resource Recovery Team	✓ Receive advice and directions on tasks at hand
	✓ Contribute to team discussions and knowledge share across the team
External	
Customers	✓ Communicate needs, provide advice and resolve issues

Role Dimensions

Decision Making

- Problems are solved by applying standards, established practices and procedures, or operating instructions.
- Contribute to improvement practices

Direct Reports

None

Financial Delegation

None

Leaseback Motor Vehicle

None

Technology

Access to WHS Tablet

Emergency Warden Responsibilities

This role has responsibility for individual workplaces or area of a workplace in the event of an emergency. Response to emergencies must be conducted in accordance with Council

policies and procedures, site specific Emergency Management Plans and in accordance with the training provided.

Immunisation Requirements





Activities of this position could involve exposure to Hepatitis A and B or Q Fever. Vaccination against these hazards or proof of immunity is required.

On-Call

None

Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> • Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly • Takes care of own and others' safety and wellbeing by following safe work practices • Identifies and speaks up about risks in the workplace
Relationships Communicate and Engage	Foundational	<ul style="list-style-type: none"> • Speaks at an appropriate pace and volume • Uses appropriate body language and facial expressions • Explains things clearly • Allows others time to speak • Shows sensitivity to cultural, religious and other individual differences when interacting with others
Results Deliver Results	Foundational	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard
Resources Assets and Tools	Foundational	<ul style="list-style-type: none"> • Uses core work tools and equipment effectively • Takes care of work tools, equipment, accommodation and community assets

Acknowledgement

Multi Purpose Labourer Waste Operations

Employee Name: _____ Date: ____/____/____

Signature: _____

Manager Waste and Resource Recovery

Employee Name: _____ Date: ____/____/____

Signature: _____