

POSITION DESCRIPTION	
<b>Title:</b>	<b>Depot Operator</b>
<b>Group:</b>	<b>Asset Strategy</b>
<b>Reports to:</b>	<b>Dunmore Landfill Operations Supervisor</b>
<b>Grade:</b>	<b>10</b>
<b>Position Allowances:</b>	<b>Adverse Working Conditions Allowance – Level 2</b>
<b>Hours:</b>	<b>38 hours per week, 9 day fortnight, additional hours and overtime as required</b>
<b>Number of Direct Reports:</b>	<b>Nil</b>
<b>Number of Indirect Reports:</b>	<b>Nil</b>
<b>Vehicle:</b>	<b>No</b>
<b>Position Code:</b>	<b>81302, 81303, 81304, 81305, 81306, 81307</b>
<b>Pre-placement Medical:</b>	<b>Required</b>
<b>National Police History Check:</b>	<b>Not required</b>
<b>WWCC Check:</b>	<b>Not required</b>
<b>Date Developed:</b>	<b>February 2016</b>
Position Purpose	
To operate plant, attend on the weighbridge and undertake other activities to assist in providing a high standard of services at Council's Waste Depot in accordance with Council's policies and statutory requirements.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Proven competency and experience in the operation of the following major plant: <ul style="list-style-type: none"> <li>○ Loader</li> <li>○ Excavator</li> <li>○ Dozer</li> <li>○ Compactor</li> <li>○ Tip Truck</li> <li>○ Water Truck</li> </ul> </li> </ul>	

- Demonstrated work performance and knowledge, skills and relevant experience in Waste Depot operations.
- Excellent interpersonal and communication skills particularly in dealing with members of the public.
- Ability to work without supervision and prioritise daily work activities with a team environment.
- Cash handling experience i.e. issuing receipts and banking cash.
- Sound understanding and commitment to WHS and statutory requirements, quality standards and management systems.
- Understanding of relevant practices, policy and basic legal requirements in this field.
- Basic ability to use computers, UHF radio and mobile devices.
- General Induction for Construction Work Certificate (White Card) or ability to obtain prior to employment..
- Physically capable to undertake tasks relevant to the position.
- Ability to undertake and complete basic reports as required.
- Ability to interpret and implement work plans and schedules.
- Experience in contributing to improvements to a quality management system or making suggestions for other business improvements.

**Desirable:**

- Current Class MR/HR driver's license.
- Certificate II in Civil Construction or equivalent.
- Certificate II in Waste Management or equivalent.
- Local Government experience.
- Ability to record resources utilised on projects.
- Ability to read and adjust surveyor marks and levels.
- Ability to relieve in other roles within the team when required.
- Working under overhead power lines accreditation.
- Traffic Control Tickets, Blue and Yellow.

### **Main Activities/Tasks**

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

**Maintain and operate Council's Landfill (including weighbridge, transfer station, tip face, green waste and sand mine) facility:**

- Operate, maintain and secure plant, equipment, tools and other Council assets assigned to or utilised by you in accordance with operating guidelines.
- Operate weighbridge including cash handling, receipting and Wasteman computer system

- Identify and report improvements and works in operations, maintenance requirements and other activities within area of responsibility. Where required take immediate action.
- Manage resources allocated to area of responsibility.
- Document day to day output, inspections, schedules and costs.
- Communicate with the community and internal customers regarding operation of the waste facility.
- Ensure accurate completion of plant usage, dockets, daily diary, daily/weekly checklists, accidents and incident reports and other organisational forms and reports as required.
- Ensure compliance with Council policy and procedure including Council's Code of Conduct, Purchasing, Risk Management and other relevant policies.
- Ensure actions comply with Council's EPA licence.
- Ensure actions comply with Department of Primary Industry (DPI) Mine requirements including the site Mine Safety Management Plan.
- Provide operational and technical advice to leading hand and supervisor.
- Provide laboring assistance at the transfer station.

**Demonstrate effective leadership by:**

- Continuing development of an organisational culture consistent with the Council's Purpose, Approach and Values.
- Providing on the job training and assisting in recruitment when required.
- Induct staff and visitors and attend regular meetings with team to maintain effective, efficient and safe works.
- Maintain technical competency and continually improve quality of service provided.

**Work within and apply environmental and sustainability principles within area of responsibility.**

**Commitment to implementing and applying the principals of Waste Operations Environmental Management system.**

**Perform other duties consistent with the requirements of the position.**

**Work Health & Safety**

- Actively participate in a safe and healthy working culture.
- Monitor health and safety performance within area of responsibility.
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Participate where required in resolution of safety issues.
- Initiate actions to improve health & safety within area of responsibility
- Ensure all employees are inducted and receive regular training as required to perform jobs safely
- Ensure safe working conditions are maintained
- Provide information, training and appropriate supervision to people in your area of responsibility to enable them to work safely

- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed
- Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control risks
- Ensure all incidents, hazards and near misses are reported and immediately followed up.

**Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

**Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.