



## POSITION DESCRIPTION

### WASTE & RECYCLING OPERATOR

<b>Directorate:</b>	<b>Environment &amp; Development Services</b>
<b>Reports to:</b>	<b>Supervisor Waste &amp; Recycling</b>
<b>Location:</b>	<b>Coonabarabran</b>
<b>Grade:</b>	<b>4</b>

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#### COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

#### COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

#### PRIMARY PURPOSE OF THE POSITION

- Safely and competently undertake duties in the recycling area
- Safely and competently operate Council plant and equipment as required
- To provide and maintain a safe work environment
- To promote and maintain a positive image of Council to the community

This position will also relieve on the garbage truck as required in addition to the general duties of the position.

#### KEY ACCOUNTABILITIES

Within the area of responsibility, this role is required to:

- Inspect and regulate loads entering waste facility, directing members of the public to correct areas of waste facility, and promoting recycling of eligible waste materials

- Cash receipting of fees from customers using Coonabarabran Waste Facility and reconciling daily takings against receipt book
- Keep all areas of Coonabarabran Waste Facility well organised, maintained and clean and free of litter
- Safely and competently operate Council plant and equipment as required
- Undertake gate duties and Container Deposit Scheme (over the counter) activities at Coonabarabran waste and recycling centre
- Provide and maintain a safe work environment, assisting with traffic control if necessary
- Relocate cardboard from Council's other waste transfer stations to Coonabarabran Waste Facility for processing
- Operate garbage truck on an as needs basis
- Promote and maintain a positive image of Council to the community
- Undertake training and workplace learning as required.

**This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.**

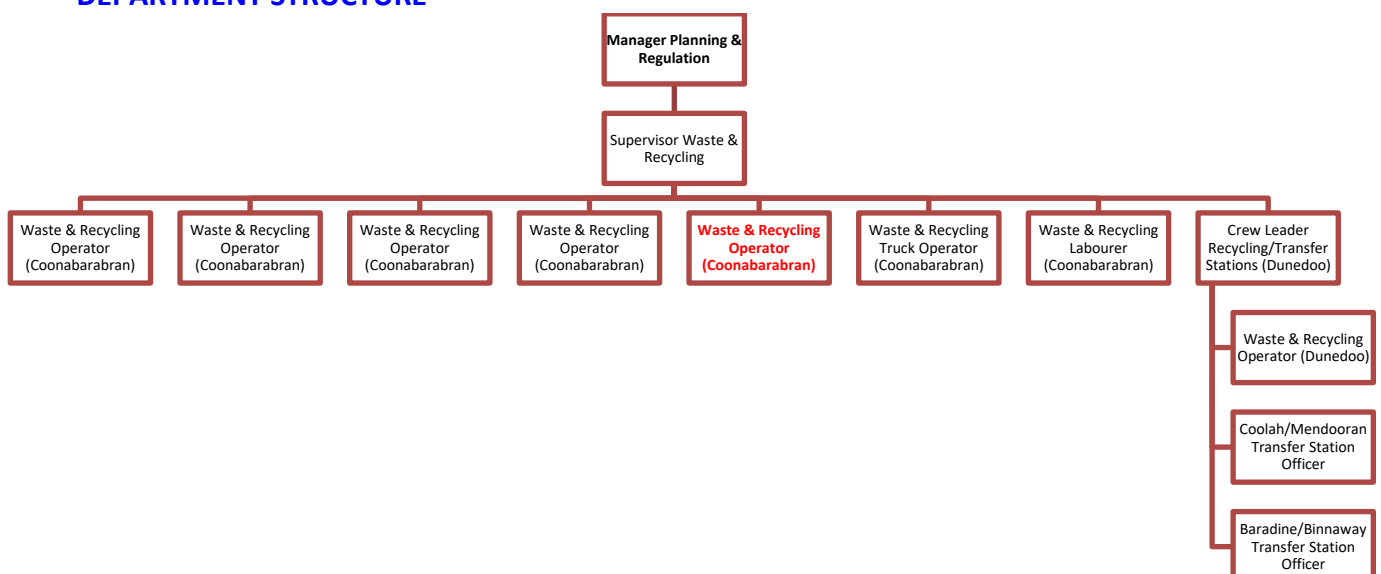
### ESSENTIAL REQUIREMENTS

1. Commitment to Council's Mission, Values and Code of Conduct.
2. Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
3. Occupational Health and Safety Construction Induction certificate ("white card")
4. WorkCover Forklift Ticket
5. Sound verbal and written communication skills required to:
  - a. Communicate effectively with members of the public,
  - b. Complete risk assessments and timesheets
6. Cash handling ability including ability to reconcile gate takings
7. Counting and record keeping ability to administer Container Deposit Scheme counter
8. Class HR NSW Drivers Licence.

### DESIRABLE REQUIREMENTS

1. Knowledge of Waste facility operations
2. Verification of Competency (VOC) for Skid Steer Loader (Bobcat) Ticket
3. Telehandler gold ticket
4. Knowledge of Council fees and charges, and Container Deposit Scheme activities
5. Knowledge of waste management recycling principles





### DEPARTMENT STRUCTURE



## CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

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

### Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Foundational	<ul style="list-style-type: none"><li>• Checks understanding of own role within the team</li><li>• Proactively seeks instruction and guidance</li><li>• Approaches work tasks with energy and enthusiasm</li><li>• Stays up to date with knowledge, training and accreditation in relevant skills areas</li><li>• Is willing to learn and apply new skills</li><li>• Learns from mistakes and the feedback of others</li></ul>
<b>Relationships</b> Community and Customer Focus	Foundational	<ul style="list-style-type: none"><li>• Shows awareness that he/she is working for the community</li><li>• Shows respect, courtesy and fairness when interacting with customers and members of the community</li><li>• Listens and asks questions to understand customer/community needs</li><li>• Informs customers of progress and checks their needs are being met</li></ul>
<b>Results</b> Plan and Prioritise	Foundational	<ul style="list-style-type: none"><li>• Understands team objectives and own contribution</li><li>• Plans and organises own work tasks</li><li>• Asks when unsure about the relative priority of allocated tasks</li><li>• Manages time appropriately and re-prioritises as required</li><li>• Identifies and informs supervisor of issues that may impact on completion of tasks</li></ul>
<b>Resources</b> Assets and Tools	Foundational	<ul style="list-style-type: none"><li>• Uses core work tools and equipment effectively</li><li>• Takes care of work tools, equipment, accommodation and community assets</li></ul>

## CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

## Work Health and Safety

**Employees** – All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.

- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WHS to your Supervisor.

Employees will be held responsible for failing to comply with the Work Health and Safety responsibilities listed above.

### **Privacy and Confidentiality**

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

### **Hours of Work**

Council's Recycling and Waste staff normally work a 38-hour week, being 8.00 am – 4.30 pm Monday – Friday.

For works located 3 km or more from the depot, staff may be required to start on the job (ie be at the work site rather than the depot at the starting time). Staff may also be required to finish on the job (ie at the work site).

A ten minute break (paid) is provided for morning tea and half an hour (unpaid) for lunch.

Recycling Centre staff operate a 19-day four weeks with one rostered day off per four weeks. Employees are entitled to four weeks annual leave and fifteen days sick leave per annum. After one year of employment employees are entitled to parental leave.

### **Progression**

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

### **Superannuation**

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly as required by the Australian Taxation Office.

### **Training**

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

**Smoke-Free Workplace**

Council's workplaces and vehicles are smoke-free zones. Children's Services based at Bandulla Street and Robertson Street campuses are smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

**Health Monitoring Requirements**

This position currently has the following mandatory requirements:

- Hepatitis A and B vaccinations and immunity testing at least every 10 years after vaccination or pursuant to current medical advice
- Bi-annual audiometric (hearing) testing
- Health assessment for the following every two years
  - Asbestos

In addition, Council recommends that you consult your doctor as to whether you require a tetanus booster and if so, encourages you to have the vaccination.

You are also eligible for paid:

- Flu vaccinations – Council runs an annual vaccination program, usually during May
- COVID vaccinations pursuant to Public Health Orders
- Bi-annual skin cancer checks as part of Council's program.
- Hepatitis A and B vaccinations and immunity testing at least every 10 years after vaccination or pursuant to current medical advice
- Tetanus vaccination – subject to your doctor's medical advice
- Japanese encephalitis vaccination

Some vaccinations may be offered only as part of an annual program and you are encouraged to ask a member of Human Resources if you have any questions.

**Council Induction**

Before commencing duties all workers must complete a Council induction.

**Camera Surveillance and GPS tracking**

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.