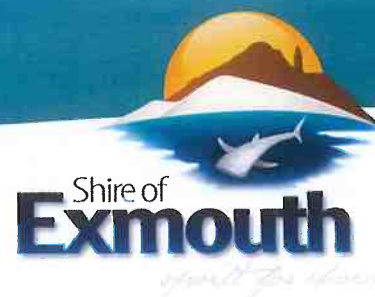


# POSITION DESCRIPTION



Date: 24 May 2022

## 1. Position Identification

<b>Title:</b>	Waste Site Attendant				
<b>Position Number:</b>	PE.RE.31	<b>Level:</b>	5	<b>Agreement:</b>	Shire of Exmouth Enterprise Agreement 2017
<b>Department:</b>	Infrastructure Services				
<b>Section:</b>	Engineering				
<b>Location:</b>	Exmouth, Western Australia				

## 2. Reporting Relationships

<b>Reports to:</b>	Supervisor Civil & Waste Services
<b>Internal relationships:</b>	Human Resources Development Services Executive Managers CEO All Staff
<b>External relationships:</b>	General Public Government and Non-Government Agencies
<b>No of Direct Reports:</b>	Nil

## 3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**  
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**  
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**  
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**  
We strive for continuous improvement, embrace change and challenge the status quo.

## 4. Role Purpose

Reporting to the Supervisor Civil & Waste Services, the Waste Site Attendant will be required to promote waste sustainable activities including Recycling, Reuse, Recover and Repair and be enthusiastic for the reduction of waste within the Shire of Exmouth.

## 5. Key Objectives

To maintain the Waste Facilities in accordance with the Landfill Environmental Management Plan (LEMP) and any licencing requirements under direction of the Supervisor.

Ensure operation and maintenance of relevant plant and equipment within the waste management section are conducted to a high standard in accordance with operational requirements and procedures.

Maintain effective working relationships with internal and external stakeholders.

Provide support to the landfill site operations and Bring It Centre as requested.

## 6. Key Responsibilities

### **Customer Service**

Provide a high level of customer service when dealing with general enquiries and complaints from both internal and external customers displaying a professional and efficient manner.

Present a positive image of the Council to the general public.

### **Waste Management**

Ensure landfill and recycling duties are performed in a timely and professional manner in accordance with operational requirements and procedures.

Receipting of monies for the waste facility in accordance with Shire of Exmouth's record keeping procedures, financial procedures and Shire's fees and charges.

Undertake general administration duties including record keeping and data collection.

Ensuring the waste facility is maintained in a clear and tidy manner, including site vegetation, all site buildings and amenities.

Work effectively as part of the Engineering team to achieve excellent outcomes.

### **Plant and Machinery Operation**

Operate plant and equipment for the efficient and effective performance of the Council's waste management services.

Perform maintenance of plant and equipment on a regular basis and complete prestart checks when required.

### **Safety & Health**

Operate all plant, equipment, appropriate devices and personal protective equipment as instructed and in accordance with Council's policies and procedures.

### **Other**

Any other duties consistent with the level of this position.

## 7. Behavioural Capabilities

Works to agreed priorities, outcomes and resources and is responsive to changes in requirements.

Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed.

Takes responsibility for completion of work and seeks guidance when required, takes initiative to progress work when required.

Seeks self-developmental opportunities, willing to learn new approaches, acquire new capabilities and knowledge.

## 8. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice that is compliant with Duty of Care requirements under the Work Health & Safety Act 2020 and relevant regulations and guidance notes. These include but are not limited to the following:

- Working with care to ensure their own safety and health and that of others are not negatively impacted;
- Consulting and cooperating with the managers and supervisors on relevant health and safety matters;
- Participating in the development of safe work procedures and follow them;
- Participating in training as made available by the Shire;
- Using equipment properly as prescribed and report any faults/damage;
- Using personal protective equipment as directed;
- Identify potential hazards and take appropriate action in accordance with policies and procedures;
- Reporting hazard and incidents to their Supervisor/Manager; and
- Participating in your return to work plans with applicable.

## 9. Other Requirements

Understands the responsibilities of Equal Opportunity and Discrimination legislation in the workplace, supports diversity and a culturally sensitive workforce.

Adheres to the Code of Conduct and other workplace policies and procedures and behaves in an honest, professional and ethical way.

## 10. Qualifications and Work Experience

### Essential

- Hold a current national "C" class driver's licence.
- Demonstrated experience in the operations of heavy plant and machinery appropriate to this role.
- Sound verbal and written communication skills.
- Demonstrated excellent customer service skills.
- Ability to demonstrate and support the values of the Shire of Exmouth.

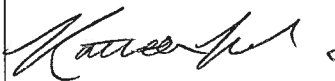

### Desirable

- Experience in the waste management environment.
- Hold a current "HR" class driver's licence

### Mandatory Requirements

- Valid Australian Work Rights.

## 11. Authorisation Process

Authorisation Process			
Title:	Print Name:	Signature:	Date:
Manager HR& Governance	Kathleen Fish		24 May 2022
Executive Manager	Mike Richardson		24 May 2022
Employee			

*Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.*