

POSITION DESCRIPTION



Date: 12 June 2024

1. Position Identification

Title:	Waste Site Attendant				
Position Number:	PE.RE.41	Level:	4/5	Agreement:	Shire of Exmouth Enterprise Agreement 2017
Department:	Operational and Infrastructure Services				
Section:	Waste Services				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Coordinator Works
Direct Reports:	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 Coordinator Works, 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 Shire 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 Shire'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 Shire's policies and procedures.

Other

Any other duties consistent with the level of this position.

7. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

8. Qualifications and Work Experience

Mandatory Requirements

- Hold a current national “C” class driver’s licence.
- Valid Australian Work Rights.
- Hepatitis A-B and Tetanus vaccination.

Essential

- 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

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.