



# Position Description

## Operator Labourer – Beverley Waste and Recycling Centre

<b>Division</b>	City Operations
<b>Portfolio</b>	City Utilities
<b>Business Unit</b>	Waste Operations
<b>Level</b>	ME6
<b>Reports To</b>	Workgroup Leader – Waste and Sweeping
<b>Prescribed Position</b>	No

### Position Objective

To work as a team member at the Beverley Recycling and Waste Centre to operate plant, equipment, the weighbridge, and undertake general labouring and truck driving duties in a safe and efficient manner with a focus on customer service. Some weekend work may be required.

### Key Responsibilities

#### Safety

- Follow defined Work Health and Safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Actively identify, report and, where possible, fix workplace hazards.
- Responsibility for and actively involved in identifying and managing risk in day to day activities and projects.

#### Operational

- Safely drive and operate the hook truck to lift and move bins throughout the Beverley Recycling and Waste Centre.
- Perform general operating and labouring duties to ensure the Beverley Recycling and Waste Centre runs efficiently and safely with a focus on customer service.
- Work to daily allocated tasks to meet designated customer service levels and work standards and procedures.
- Demonstrate flexibility and a willingness to perform a variety of tasks and other reasonable duties as directed by the Field Leader, Workgroup Leader or Coordinator.
- Responsibility for plant and equipment, including:

- Ensuring all plant has standard operating procedures in conjunction with work health and safety procedures;
  - Ensuring proper care and maintenance of plant and equipment including liaising with Fleet on plant related matters;
  - Reviewing plant usage in conjunction with the leader;
  - Assisting in the development of Safe Working Procedures for operations involved with the Business Unit;
  - Ensuring all plant use sheets for the team are submitted with accurate information.
- Responsibility for accurate manual and digital-based records, including but not limited to;
    - Ensuring timesheets are filled out correctly and passed on to your leader;
    - Ensuring daily work forms are completed and passed on to the relevant leader;
    - Ensuring delivery dockets and contractor paperwork is recorded and passed on to the relevant leader;
    - Ensuring Traffic Management Plans are recorded and passed on to the relevant leader;
    - Operating devices and computers as required for data entry, reporting or communication purposes.

## **General**

- Communicate with members of the public and service providers in a friendly and polite manner.
- Contribute to a broader 'team' approach by undertaking duties in other work groups, relative to training, skills, competencies and level.
- Actively contribute to achieving the Portfolio Plan goals in line with the Organisational and Community Plan.
- To actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

## **Selection Criteria**

### **Skills**

- Ability to operate a variety of plant, machinery including heaving vehicles, equipment and tools in a safe manner.
- Effective communication skills when liaising with customers, suppliers and work colleagues.
- Ability to work without direct supervision.
- Ability to manage time and resources effectively to ensure service levels are met.

- Demonstrated positive and constructive ‘can do’ attitude.
- Demonstrated self-motivation and initiative.
- Literacy and numeracy skills to match record keeping responsibilities.
- Basic computing skills.

### **Knowledge**

- Working knowledge of waste, construction and maintenance techniques and principles.
- Knowledge of Council technology including systems in electronic document management, land and property management, finance, customer requests, asset management systems and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviour consistent with the organisational values.
- Sound knowledge of customer service principles and practices.
- A broad understanding of the Return to Work Act 2014 (SA) and employees’ responsibility in particular.
- Knowledge of responsibilities in creating and maintaining Child Safe environments.

### **Experience**

- Experience in waste or civil infrastructure maintenance.
- Experience working with plant and equipment associated with waste, civil construction and civil maintenance operations is desirable.
- Cash handling experience is desirable.

### **Qualifications**

HR Truck Licence	Essential
White Card	Essential
Work Zone Traffic Management	Desirable
LW Excavator or Loader	Desirable
LB Backhoe	Desirable
LL Skid steer	Desirable
First Aid Certificate	Desirable