

POSITION DESCRIPTION

Position Title:	Trainee Waste Services (PN 6093)		
Position Type:	Temporary Full-time		
Department:	Utilities		
Date Approved:	February 2025		
Hours per week:	38	Award Classification:	
FTE	1	Salary Classification	Traineeship Wages

Position Purpose

Effectively undertake duties assigned within the Waste Services Team and meet the various tasks and activities.

Key Accountabilities

- Undertake and complete a Certificate III in Waste Management within 18 months with a Registered Training Organisation (RTO). The successful applicant will be required to abide by all RTO policies and regulations applicable to the course of study and to meet the standards required to achieve the awarding of the certificate.
- Develop front line customer service skills and point of sale skills for weighbridge operations.
- Assist with all operations at the Waste Management Centre, which includes safe manual handling tasks
- Assist with all waste operations at the South West Rocks, Stuarts Point and Bellbrook Waste Transfer Stations, which includes safe manual handling tasks
- Promote recycling and responsible waste management to the public
- Assist with plant maintenance ensuring plant is serviced/maintained in accordance with manufacturers requirements and Council Standards, performing minor maintenance where required.
- Assist with landfill operations including operating landfill machinery and carryout landfill operations at the Crescent Head Road Waste Management Centre (WMC).
- Operate motor vehicles and plant items once deemed competent, in an efficient, effective, and safe manner as required in compliance with relevant laws, standards, Council policy and having regard for the safety of the public, road users and other employees.
- Assist with on-site litter management.
- Assist with routine site maintenance and housekeeping at all of Council's waste management sites including the Waste Management Centre (WMC) and Waste Transfer Stations.
- Assist with resource recovery operations & processing.
- Develop knowledge on Environment Protection Authority (EPA) requirements.
- Develop good Work Health and Safety practices.

Core Competencies (Knowledge Skills and Experience)

Qualifications

- Minimum Year 10 standard of education is essential, Year 12 standard of education is desirable
- Have or obtain a NSW General Construction Induction Card (White Card).
- Hold and maintain a Current Class "C" NSW Driver's License
- Current immunisation against Tetanus, Hepatitis A and Hepatitis B viruses or willingness to participate in an immunisation program

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- General base level computing skills.
- Ability to complete theory and practical work units associated with the Certificate being studied
- Demonstrated genuine interest in the waste industry
- Ability to work as a member of a team and demonstrate the values of Council.
- A 'can do' attitude with a flexible and proactive approach.
- Demonstrated customer service focus with good communication skills.

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none">• We approach our work with enthusiasm and drive to make a difference• We inspire others with our thirst for excellence• We take pride in the customer service we deliver
Integrity	<ul style="list-style-type: none">• We act ethically and honestly and work to build the trust and confidence of the community and staff• We act with pride and respect while being loyal and accountable
Innovation	<ul style="list-style-type: none">• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions• We promote and deliver change in the way we work
Communication	<ul style="list-style-type: none">• We ensure open communication for all• We openly and proactively listen and provide information
Respect	<ul style="list-style-type: none">• We consider workmates, community, the workplace and environment• We treat people as we would like to be treated

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Collaboration

- We seek what is best for the team, not what is best for the individual
- We work together to achieve a shared vision
- We are connected with and care for each other
- We encourage and pay attention to those around us

Supervision Received

This role reports to the Team Leader Waste Services.

Supervision Exercised

Nil.

Position Description Endorsement

People and Culture Authorisation

Position Description reviewed and approved by:

People and Culture Representative:	JP
Position Title:	People and Culture Advisor
Date:	March 2024

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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Role Authorisation

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