

Position Description

Position Title	Waste Plant Operator		
Department	Waste, Recycling and Employment Initiatives	Position Number	WREI04
Grade	Grade 3	Location	Coonamble Waste Facility
Status	Permanent Full Time	Hours	38 hrs week / 76 hrs per fortnight
Reports to	Waste Team Leader	Industrial Instrument	Local Government Award (2026)
Date Revised	03/07/2026	Version Number	2
Direct Responsibilities	Waste and Recycling Operations		

Council's Vision

A prosperous and harmonious community, which enjoys a clean and healthy lifestyle with access to all services considered necessary in a modern society.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

To operate as required, a variety of plant and equipment to ensure that waste is segregated, compacted and covered and that stockpiles are kept in a safe and tidy manner in accordance with Environmental Protection Authority (EPA) requirements.

Position Benefits

- Adverse Working Conditions L2
- Four (4) weeks annual leave per year.
- Employee Assistance Program (EAP).
- Uniform as per current policy.
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Superannuation paid by Council in accordance with legislative requirements.
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Key Responsibilities

Waste and Recycling

- Operate and maintain plant to complete routine waste collection tasks, under limited direction, both in compliance with Council Standards, Policy and Procedures and Environment Protection Authority (EPA) requirements
- Carry out daily compaction (or as required) of active landfill cell. Provide cover/capping as required.
- Conduct daily push ups of green waste, scrap steel and concrete piles or as required.
- Oversee disposal of bonded asbestos and provide cover as required.
- Conduct daily contamination checks of each stockpile and remove contaminated materials and place in appropriate waste stream.
- Conduct litter picks as directed by the Waste Team Leader and/or Manager.
- Pump out leachate from active cell following rain events (or as required).
- Carry out manual tasks as required and ensure that all work areas including trucks and plant are kept in a safe, clean and tidy condition.
- Proactively contribute towards team goals.
- Flexible, adaptable and responsive attitude to change, demonstrating a willingness to do what is required to deliver quality outcomes, within your skillset, competencies and training.
- Accurately complete daily documentation including logbooks, time sheets, pre-start checks etc

Records and Finance

- Completion of accurate timesheets with job numbers, daily plant checklists, daily running sheets and other work related documentation.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS

- Ensure compliance with all WHS programs and procedures within position scope.
- Ensure safe work practices including the implementation of safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.
- Documented SWMS, risk assessments and other risk management documents.
- All accidents, incidents and near misses reported within correct timeframe.

General

- Provide excellent customer service to both internal and external customers.
- Implementation of Council's policies and procedures in conjunction with other departments.
- All procedures, process and behaviour comply with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties as directed by the Waste Team leader and/or Manager Waste, Recycling and Employment Initiatives.

Key Internal Relationships

Who

Governing Body of Council

Why

Provide members of the governing body with the information and advice necessary for informed decisions and the achievement of their civic duties, as approved by the Director or General Manager.

Executive Leadership Team

Collaborate with the Executive Leadership Team to ensure service continuity and compliance with all statutory and proclamation requirements.

Waste, Recycling and Employment Opportunities Section

Work collaboratively within the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.

Direct Reports

Key External Relationships

Who

External Stakeholders and Committees

Why

Represent Council and inform of Council's position on matters of risk and business concern and assist with the achievement of positive outcomes within Council and government regulatory and policy frameworks. Set up, support, and manage relevant external committees and working groups, as approved.

Delegations

- N/A

Essential Requirements (Selection Criteria)

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Qualifications in an appropriate discipline or demonstrated experience in a similar role (3+ years indicative).
- Previous experience in operating earth moving equipment to place and compact waste and soil at a solid waste landfill.
- Knowledge of the waste management industry and waste disposal practices and processes.
- Construction Induction (white) card.
- Plant Licenses or Verification of Competency (VOC) in any of the following: Front End Loader (LL), Backhoe (LB), Excavator (LE) and Skid Steer (LS).
- Class P, P2 or C Drivers Licence (unrestricted)
- Australian resident or equivalent.
- Sound understanding of WHS requirements
- Class HR Drivers Licence or willingness to obtain.

Desirable Attributes

- Safe work NSW Work Licences: Loader (LL): Forklift (LF): Excavator (LE)
- Confined Spaces Certificate
- Experience in driving operating heavy combination (HC) trucks.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	