

POSITION DESCRIPTION

Position Title:	Trainee Waste Services (PN 6107)		
Position Type:	Temporary Full-time		
Department:	Utilities		
Date Approved:	August 2026		
Hours per week:	38	Award Classification:	Band 1, Level 1
FTE	1	Salary Classification	T1-T10

Position Purpose

The purpose of this position is to support the effective delivery of Council's waste services while developing the knowledge, skills and practical experience required to work safely and competently within the Waste Services team. The role will assist with day-to-day operations across Council's Waste Management Centre and Waste Transfer Stations, including customer service, weighbridge and point of sale activities, site maintenance, resource recovery, recycling initiatives, litter management and general waste operations. Through structured on-the-job training and formal study, the trainee will build capability in waste management practices, environmental compliance, Work Health and Safety requirements, plant and equipment use, and responsible service delivery to the community.

Key Accountabilities

- Actively participating in the structured training program provided, including both on-the-job training and formal coursework.
 - Undertaking and completing a Certificate III in Waste Management (or equivalent) 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.
 - Completing all required assessments and course work as part of the Traineeship.
 - Practical application of the skills acquired in the workplace, assisting Council's Waste team to deliver effective, compliant and safe waste services.
- 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.

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- Develop good Work Health and Safety practices.
- Perform any other duties within your skill, ability and competency level as reasonably directed by Council from time to time.

Core Competencies (Knowledge Skills and Experience)

Qualifications

- Minimum Year 10 standard of education is essential, Year 12 standard of education is desirable.
- Current Drivers Licence, or willingness to obtain and maintain.
- Have or obtain a NSW General Construction Induction Card (White Card).
- Commitment to completing a Certificate III in Waste Management (or equivalent).
- 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

- Ability to complete theory and practical work units associated with the course of study.
- Demonstrated interest in the waste industry and willingness to learn.
- General base level computing skills.
- Clear verbal and written communication skills and the ability to provide courteous customer service.
- Good organisational and time-management skills, with the ability to follow instructions and meet agreed deadlines.
- 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.
- Commitment to completing the traineeship qualification and participating in ongoing workplace learning and development.

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.

CARING Values

COLLABORATION

CARING FOR OUR COMMUNITY

ACCOUNTABILITY

CARING FOR OUR TEAM MATES

RESPECT

CARING FOR OUR ENVIRONMENT

INTEGRITY

CARING FOR OUR FUTURE IN THE SHIRE

KEMPSEY SHIRE COUNCIL – WE CARE

NURTURING

GROWTH

Supervision Received

This role reports to the Team Leader Waste Services

Supervision Exercised

Nil.

Position Description Endorsement

Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	<i>KH</i>
Position Title:	Learning and Development Officer
Date:	September 2026

People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	<i>RM</i>
Position Title:	People and Culture Advisor
Date:	September 2026

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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