

Position Title:	Waste Services Operator (PN 5551)		
Position Type:	Permanent Full-time		
Department:	Utilities		
Date Approved:	February 2024		
Hours per week:	38	Award Classification:	Band 2, Level 1
FTE	1	Salary Classification	Grade 3

Position Purpose

Perform daily operations of the Kempsey Landfill Management Centre, which includes other Waste Management Facilities or Operations within the Kempsey Shire.

Key Accountabilities

- Perform daily vehicle/equipment minor and major checks, cleaning, picking up litter and associated preventative/maintenance work.
- Operate all applicable heavy equipment including, but not limited to, landfill compactor/excavators/front-end loaders/forklift/telehandler/skid-steer/slasher mowers/whipper snippers and waste management fleet vehicles of cars/trucks.
- Identify waste types and waste streams and removal of unsuitable waste from designated waste streams.
- The efficient, effective and safe use of motor vehicles and Council's plant.
- Participate in a rotating roster.
- Provide education and direction to customers in relation to load separation.
- Maintain the CRC and Drum Muster operations.
- Maintain asbestos bookings and visitor register.
- Sort and pack away of E-Waste, mattresses and the decanting of motor oil, along with removal of all PVC cords.
- Undertake all daily administrative tasks, banking reconciliation and associated reporting for all financial transactions in accordance with Council's policies and procedures, compliance checklists, risk assessments.
- Ensure compliance with and the maintenance of a safe and healthy workplace consistent with the requirements and obligations of the WHS Act and Regulations and related Council policies and procedures.
- Handle and respond to all incoming enquiries (face to face/telephone) or redirect enquiries to appropriate Council officer/Section.
- Undertake manual handling tasks as required.
- Undertake "housekeeping" (weighbridge/equipment/plant/buildings/amenities) and grounds maintenance at the waste facilities sites on a daily/weekly basis.
- Operate transfer station when required.
- Participate in scheduled training.
- Operate Weighbridge when required.

- Assist in training, mentoring, supervision and development of other staff including trainees, apprentices and labour hire.
- Performing other reasonable duties as directed by the General Manager or their delegate.

Core Competencies (Knowledge Skills and Experience)

Qualifications

- Certificate III in Waste Management or equivalent experience and willing to acquire the qualification.
- Relevant tickets held (where applicable) to operate minor and major plant items located onsite at Council's waste management facilities (e.g., landfill compactor/excavators/front-end loaders/forklift/Telehandler/skid-steer/Slasher mowers/whipper snippers and waste management fleet vehicles of cars/trucks).
- Current immunisation against Tetanus, Hepatitis A and Hepatitis B viruses or willingness to participate in an immunisation program.
- Current Work Health Safety (WHS) Construction Induction Certificate.
- Hold and maintain a current NSW HR Driver's licence.

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

- Demonstrated work experience in the use of major and minor plant items (as outlined above).
- Demonstrated knowledge and work experience in relation customer service.
- Demonstrated work experience in undertaking broad based administrative tasks.
- Demonstrated knowledge of Landfill and Waste Facilities and Weighbridge Operations.
- Literacy and numeracy skills to meet the requirements of the position including ability to use computers and mobile devices.
- Customer service skills to handle diverse and sometimes difficult customers.
- Verbal and written communication skills to attend meetings and prepare correspondence/reports as required.
- Possess good time management skills to meet report finalisation and other deadlines.
- Ability to work within a team.
- Ability to work within a staffing roster that will include weekends and public holidays.

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
Collaboration	<ul style="list-style-type: none">• 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:	
Position Title:	People and Culture Advisor
Date:	January 2025

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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