



Position Description

POSITION TITLE:	Attendant/Plant Operator
DEPARTMENT:	Development and Environment
SECTION:	Waste Services
CLASSIFICATION:	Band 1 Level 4 Grade 7
REPORTS TO:	Site Leader Waste Services
DATE OF LAST REVIEW:	9 October 2024

PURPOSE OF THE POSITION

To carry out activities associated with the operation of Council's waste management facility ie waste separation and disposal, operation of computerised weighbridge and software, collection of disposal fees, safety of the site, protection of the environment.

SELECTION CRITERIA

Essential

1. Evidence of competency to operate an articulated front-end loader, landfill compactor and excavator
2. Good computer skills with the ability to operate a computerised weighbridge system
3. Demonstrated skills and experience in providing effective customer service, including cash/EFTPOS handling and reconciliation
4. Class HR drivers' licence
5. WHS Construction Induction Certificate
6. High level of physical fitness
7. Ability and willingness to work weekends and public holidays as required
8. Demonstrated ability to work effectively in a team and without supervision
9. Demonstrated positive attitude and solid work ethic including punctuality, reliable attendance and motivation to perform

Desirable

10. Experience in the waste industry
11. Understanding of landfill operations
12. Competent in identifying hazardous materials
13. Local government experience
14. Current First Aid Certificate

KEY RESPONSIBILITIES	
Landfill / Transfer Station/CRC Operations	<ul style="list-style-type: none"> Place and compact waste in designated landfill cells Supervise and assist the general public's use of the transfer stations, community recycling centre, scrap metal and concrete masonry stock piles to minimise contamination of separated waste streams Control use of site by vehicles and persons to ensure safety Operate heavy plant and other plant as required (articulated landfill compactor, front end loader, heavy rigid trucks and water cart) Maintain (wash/grease/maintain) all plant and machinery Load and cart clean fill materials daily to cover waste placed in landfill cells in accordance with EPA licence Collect ground and surface water samples in accordance with EPA licence
Weighbridge Operations / Customer Service	<ul style="list-style-type: none"> Collect, control and safe keep entry fees in accordance with procedures Ensure only acceptable waste is disposed of at the landfill by inspecting loads and directing to correct disposal areas Keep records of waste disposed in accordance with procedures Operate weighbridge and software in accordance with procedures
General	<ul style="list-style-type: none"> Lunch breaks are to be staggered and relief provided to gatehouse operator Weekends and public holiday relief are to be shared Keep records of work carried out including daily running sheets Record all daily works in a diary Complete daily timesheet and plant sheet Carry out preventative maintenance of any plant and/or equipment including any routine checks with regard to safe and legal operation, fluid levels and lubrication points and report any problems to the Waste Services Coordinator and/or Team Leader Fleet Services.

OTHER KEY CORPORATE RESPONSIBILITIES	
Work Health and Safety	<ul style="list-style-type: none"> Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm Participate in development of safe work methods and risk assessments with your supervisor when required; Actively participate in WHS inductions and training when required; Wear personal protective equipment (PPE) in the prescribed manner and when specified; Participate in workplace inspections if required; Take care of any plant or equipment of any kind, including computer and other telecommunication devices; Participate in emergency preparedness training, including any required knowledge for business continuity plans Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate). Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences. Report all injuries/illnesses to the General Manager (or delegate) immediately; If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable. Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure an harassment-free workplace.

Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

OUTPUT MEASURES

- Projects completed on time
- Completed projects conform to set standards
- Proper care of tools and equipment
- Profile/recognition of Council within the general community
- Compliance with Council's policies, procedures and codes
- Compliance with relevant legislation

COUNCIL VALUES

Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

Professionalism	Show drive and motivation, innovation, risk awareness, an awareness of strengths and weaknesses and a commitment to learning
Accountability	Take responsibility for own actions, act in line with legislation and policy and be open and honest
Community Focus	Commit to delivering customer and community focused services in line with strategic objectives
Teamwork	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
Safety	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
Value for money	Achieve results through efficient use of resources and a commitment to quality outcomes

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: