

Upper Lachlan Shire Council



Position	Waste Management Centre Attendant
Reports to	SUPERVISOR LANDFILL AND TRANSFER STATIONS
Group	ENVIRONMENT AND PLANNING
Band/Level	B1/L3
Grade	4
Date revised	2023

Primary Purpose

To provide efficient and effective operation and maintenance of Council's waste management centres.

Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

Accountabilities

- Undertake day-to-day operations of Council's waste facilities including but not limited to opening and closing the facility, collection of fees, recording of fees and authorised accounts, assessing of loads, control of waste distribution and compaction of waste, ensuring compliance with relevant Acts, regulations, codes of practice and council procedures.
- Ensure consistent delivery of the highest level of customer service.
- Undertake general labouring duties including but not limited to site maintenance, cleaning, erection of erosion and sediment control, ~~excavation~~ and spreading of material, monitor and maintain stockpiles.
- Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and any other work health and safety requirements/obligations under the Work Health and Safety Act.
- Facilitate traffic movement, as per management plan
- Maintain plant in a reliable, tidy and safe manner, including ~~minor~~ maintenance such as fuelling, tyre pressure, fluid levels, cleaning, ~~lubrication and greasing~~, and advising repair and maintenance needs to the workshop.
- Complete digital records and paperwork accurately and within required timeframes.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

Key relationships

Internal	External
Waste services team	Community members
Other staff	Government Agencies and Authorities

Essential Criteria

1. WHS General Construction Induction (White) card.
2. Demonstrated customer service skills including but not limited to providing information, explaining situations and collection and recording of fees.
3. Proven ability to work productively as a member of a team and ability to work alone.
4. Current class C Licence.

Desirable Criteria

1. Contemporary knowledge and demonstrated experience in waste facility operations and waste disposal, recycling and compaction practices.
2. Traffic Controller certification.
3. Competency in the use of a Loader and Backhoe.
4. HR Drivers Licence

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date

SALARY PROGRESSION CRITERIA

WASTE MANAGEMENT CENTRE ATTENDANT



The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

STEP 1

Before being assessed for Step 1, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description.

When the jobholder demonstrates the achievement of all skills in Step 1, they are eligible for an increase in their rate of pay.

- | | |
|---|---|
| 1 | Knowledge of Council activities, policies and procedures |
| 2 | Communication between supervisors, fellow workers and the public. |
| 3 | Customer relations – internal and external. |
| 4 | Follow workplace procedures with regard to WHS |
| 5 | Hold Drum Muster Inspector certification |
| 6 | Complete Asbestos Awareness training. |

STEP 2

Before being assessed for Step 2, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1.

When the jobholder demonstrates the achievement of all skills in Step 2, they are eligible for an increase in their rate of pay.

- | | |
|---|---|
| 1 | Accept responsibility for and prioritise work flows. |
| 2 | Work positively with others in the organisation |
| 3 | Participate in workplace change processes. |
| 4 | Work area maintained effectively. |
| 5 | EFTPOS and reconciling end of day |
| 6 | Completing required documentation accurately. |
| 7 | Thoroughly assessing loads to ensure effective minimisation and avoidance of waste. |

STEP 3

Before being assessed for Step 3, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2.

When the jobholder demonstrates the achievement of all skills in Step 3, they are eligible for an increase in their rate of pay.

1	Innovation, initiative and improvement of processes undertaken for benefit to council.
2	Accept responsibility for and manage own tasks.
3	Adopt and utilise safe working practices.
4	Operates minor plant and hand tools.
5	Complete asbestos removal qualification.
6	Innovation, initiative and improvement of processes undertaken for benefit to council.

STEP 4

Before being assessed for Step 4, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3.

When the jobholder demonstrates the achievement of all skills in Step 4, they are eligible for an increase in their rate of pay.

1	Meets the requirements of the position description
2	Maintains effective work practices
3	Contributes to the team environment
4	Seeks to improve and learn more for further advancement.
5	Quality and quantity of work regularly meets requirements

STEP MAXIMUM REQUIREMENT

To achieve Step Maximum the jobholder must apply a superior level of skills, knowledge, competencies and expertise to the position. Step Maximum will be achieved by the attainment of:

1. Agreed competency and/or training/qualifications and/or
2. Demonstrated efficiency and productivity improvements and/or
3. Development and/or delivery of an innovative project and/or
4. Continuous work improvement for a defined timeframe

Step Maximum will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Skills.

Note: Competencies will be obtained and/or developed from a combination of the following sources:

- Training.gov.au
- Job-specific competencies developed by Council
- WHS standards
- Former position description skill steps