

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Landfill Attendant – Leading Hand	Industrial Instrument:	Bundaberg Regional Council Certified Agreement 2017, plus Landfill Attendant Agreement
Position Number:	TBA	Classification Level:	3
Employment Location:	Childers Waste Management Facility	Position Status:	Part-Time
Department:	Community & Environment	Document Last Reviewed:	26 June 2019
Branch:	Waste & Health Services		
Accountable To:	Supervisor – Facilities & Waste Separation		
Aim of Position:	Aim of Position		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

- Opening waste management facility at the allocated time and securing the facility at allocated closing time, ensuring all clients have left the facility as required.
- Keeping accurate records as instructed.
- Identification and collection of all valuable scrap materials and saleable items from incoming loads.
- Identification of Hazardous Substances and Dangerous Goods for appropriate handling and disposal.
- Sale of items through the Trash and Treasure Shop as required including keeping of accurate records of all transactions as instructed.
- Assistance with the direction of the public on the use of the facility including help with unloading waste where necessary.
- Maintenance of waste management facility and surrounds in a clean and litter free condition including, but not limited to, windblown litter pick up and off-site illegal dumping collection

Incumbents Initials

-
- Reporting all necessary maintenance on waste management facilities and surrounds to Technical Officer - Resource Recovery through appropriate channels.
 - Supervise entry gate including the inspection of loads and directing clients to relevant drop-off points as required. Attend to the accurate collection of fees, maintaining records relating to waste & recycling activities and daily cash reconciliations.
 - Communicate with onsite staff via telephone and two way to assist in the management of site operations
 - Attend to Recycle Shop operations including opening and closing, receipting sales, and stock pricing, rotation and display
 - Collecting waste disposal charges where relevant and issuing receipts as required.
 - Operation of computerised Waste and recycling gate/weighbridge software as required.
 - Assist the Collections Depot with the pickup and disposal of roadside waste/litter as directed.
 - Provide day to day supervision of subordinate shift staff by scheduling tasks and employing team work to ensure all operational procedures are followed.
 - It is expected that the incumbent undertake other reasonable duties and tasks requested by Management within the incumbents capabilities, including additional duties as required during periods of absence of other staff.
-

Position Requirements - Qualifications and Experience:

Mandatory:

- Provision of a satisfactory Criminal History Check – Police Certificate (Australia wide – name only).
- Current Drivers Licence Class “C”
- Experience in the operation of waste management facilities
- Certificate in Asset Maintenance (Waste Management) is desirable
- Current heavy rigid truck licence is desirable
- Forklift competencies desirable
- Demonstrated ability to provide good written and verbal communication and interpersonal skills
- Demonstrated organisational skills and ability to work with minimal supervision
- A good working knowledge of the various categories of valuable scrap materials collected from the waste stream or the ability to quickly acquire the knowledge
- Experience in cash handling and receipting
- Experience in computer operations
- Demonstrated knowledge of Work Health and Safety requirements
- Good written and verbal communication and interpersonal skills
- Good organisational skills and ability to work under minimal supervision with a team focus
- Ability to work in all weather conditions in a physically demanding role
- A good working knowledge of the various categories of valuable scrap materials collected from the waste stream
- Basic cash handling skills
- Basic computer skills

Desired:

- Experience in operation of waste management facilities
 - Experience with or knowledge of the handling, storage and disposal of Hazardous Substances and Dangerous Goods
-

Incumbents Initials

- A current heavy rigid Truck Licence
- Plant and Forklift Competencies

Organisational Capabilities – Individual Employees (Leading Self):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Capability	Descriptors
Building relationships (mandatory)	Engage people to build positive relationships: <ol style="list-style-type: none"> 1. Puts themselves in other people's shoes to accept and value different thinking 2. Uses sound communication skills of active listening, paraphrasing to check for understanding, and appropriate language depending on the audience 3. Quickly assesses the emotions of colleagues around them and then adapts words, tone and gestures accordingly
Customer focus (mandatory)	Focuses on customers: <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Engages customers in a friendly and appropriate manner 3. Shows respect for customers and stakeholders
Safety and professionalism (mandatory)	Models safe, professional and ethical behaviour: <ol style="list-style-type: none"> 1. Identifies safety issues and problems, takes and monitors corrective action 2. Is consistent in word and actions 3. Is viewed as trustworthy, honourable and truthful, and respectful of the view of others 4. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job requirements (mandatory)	Applies knowledge and skill: <ol style="list-style-type: none"> 1. Able to evidence knowledge appropriate for their role 2. Demonstrates strong skills in their functional area 3. Committed to maintaining a high standard of practice in their role
Cross-organisational thinking	Understands how their work makes a difference to Council: <ol style="list-style-type: none"> 1. Can describe the vision and purpose for their direct area 2. Able to describe how their work contributes to organisational objectives 3. Considers wider organisational objectives when making decisions and performing their work
Leading people	Supporting others: <ol style="list-style-type: none"> 1. Provides considered and supportive feedback to other team members and colleagues
Developing people with a one team focus	Supports others' capability development: <ol style="list-style-type: none"> 1. Readily shares their knowledge and experience 2. Acts as a coach, mentor, role model and sounding board for others
Driving people's performance	Focuses on performance: <ol style="list-style-type: none"> 1. Seeks to understand tasks, asks questions and knows what is expected of them 2. Approaches challenging work situations with positive energy 3. Sets priorities and organises self to meet work deadlines 4. Reports progress and any potential delays of issues which may impact on others
Managing stakeholders	Manages internal and external relationships: <ol style="list-style-type: none"> 1. Written and verbal communication is clear and concise

Incumbents Initials

	<ol style="list-style-type: none"> 2. Listens to other actively and attentively 3. Demonstrates a friendly and engaging interpersonal style 4. Builds networks with peers 5. Works collaboratively with others
Decision making	<p>Makes sound decisions:</p> <ol style="list-style-type: none"> 1. Demonstrates ability to research, understand and analyze information relevant to work tasks 2. Shows judgment in decision making
Making improvements	<p>Open to making improvements:</p> <ol style="list-style-type: none"> 1. Shows a willingness to try new ways of working 2. Generates and shares new ideas and suggestions for improvement
Progressing change	<p>Responds flexibly to changes:</p> <ol style="list-style-type: none"> 1. Works to embrace and assist change 2. Helps to engage others in the change process 3. Shows resilience in times of uncertainty

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

Accountability	Action
1. Workplace Health and Safety	<ul style="list-style-type: none"> • Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
2. Culture	<ul style="list-style-type: none"> • Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. • Comply with Council's Code of Conduct and all Council policies and procedures at all times.
3. Information Services and Technology	<ul style="list-style-type: none"> • Protect and manage Council's information assets in accordance with legislative, Policy and process requirements. • Use Council's technology appropriately and with respect.
4. Disaster Management	<ul style="list-style-type: none"> • Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
5. Customer Service	<ul style="list-style-type: none"> • Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
6. Financial Accountability and Governance	<ul style="list-style-type: none"> • Models compliance with Council's procurement Policy. • Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. • Legislative Sub-Delegations and authorisations may also be applicable.

Incumbents Initials

7. Corporate record keeping	<ul style="list-style-type: none"> Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records of appropriately retained in accordance with Council's recordkeeping requirements.
------------------------------------	---

Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
Tetanus	<ul style="list-style-type: none"> Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.
Twinrix (Hepatitis A and B)	<ul style="list-style-type: none"> For staff who are at risk of a needle-stick injury, have regular contact with human tissue, blood or body fluids and / or for staff who work with rural and remote Indigenous communities, child care, carers of people with disabilities, healthcare workers, plumbers or sewage workers.
Q Fever	<ul style="list-style-type: none"> Only staff in job roles where contact with cattle, kangaroos, sheep, goats, camels is likely (alive and dead) or are regularly transiting paddocks, work yards etc. frequented by cattle, kangaroos. Lyssavirus (Rabies) Only staff in job roles which contact with bats is likely, or infected animals e.g. Horses, dogs, pets.

Acknowledgment

I hereby agree to abide by Council values, policies and the Local Government Act and that this position description clearly outlines the overall responsibilities, physical requirements (through the relevant Job Dictionary) and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

Signature of Employee	
Print Name	
Date	/ /

Incumbents Initials