



Position Description

Non-supervisory Employees

Position Title	Waste Depot Attendant
Section	Commercial Business Units - Waste Services
Division	Corporate Performance
Reports to	Waste Services Coordinator
Grade	4
Employment Status (FT/PT/Casual/Temp)	FT

Position purpose

To undertake all waste operational tasks on an 'as needs' basis, however will primarily include the operation of Waste Transfer Stations.

Position specific responsibilities

The key duties you are expected to perform in your role.

Transfer Station Operation

- To operate transfer station including 'WasteMan' computer software.
- To ensure all fees collected are reconciled.
- To ensure loads are inspected correctly and waste data recorded accurately.
- To operate all plant and equipment associated with the transfer station as directed.
- To ensure the transfer station is maintained in a clean and tidy condition.
- To control and monitor transfer bins and notify waste contractors when bins require emptying.
- To control and monitor recyclables and other recovered materials, and notify waste contractors when materials require collection.
- To ensure the green waste area is maintained in tidy condition and ensure no contaminants in green waste stockpile.
- To ensure the scrap metal area is maintained in tidy condition and ensure no contaminants in scrap metal stockpile.
- To ensure all stockpile areas are maintained in tidy condition and ensure no contaminants stockpile.
- To ensure the proper segregation of recyclables and recoverable resources from wastes.
- To ensure the storing of hazardous wastes are in accordance with council and SafeWork NSW requirements.
- Undertake weekly or monthly inspections of site in accordance with the site Operational Environmental Management Plan (OEMP).
- To provide general waste advice to customers.
- Any other related duties as directed.



Weighbridge Operation

- To operate the Cairncross / Kingfisher weighbridge including 'WasteMan' computer software,
- To ensure all fees collected are reconciled,
- To ensure loads are inspected correctly and waste data recorded accurately,
- To administer the operations of the weighbridge shed and ensure weighbridge shed is maintained in a clean and tidy condition,
- To control and monitor transfer bins and notify waste contractors when bins require emptying.
- To provide general waste advice to customers.
- Any other related duties as directed.



Expected behaviours

Port Macquarie-Hastings Council 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 of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date	<u>26.02.2020</u>	Group Manager	<u>Commercial Business Units</u>
Date	<u>27/02/2020</u>	Director	<u>Corporate Performance</u>

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____