



Position Description

Non-supervisory Employees

Position Title	Waste Officer
Section	Waste Services
Division	Commercial Business Units - Corporate Performance
Reports to	Waste Manager
Grade	9
Employment Status (FT/PT/Casual/Temp)	Full time

Position purpose

To coordinate waste data and reporting along with administration of waste contracts within the strategic direction of Port Macquarie Hastings Council.

Position specific responsibilities

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

- Assist with tendering process (tender/brief preparation, tender evaluation and engagement) to engage consultants/contractor.
- Administer the domestic bin register.
- Respond to customer service enquires in relation to waste.
- Provide detailed analysis of waste data.
- Preparation and submission of waste reports to contractors and government agencies.
- Maintain all weighbridge and transfer station communications including weighbridge software (WasteMan).
- Review financial receipts from weighbridge and transfer stations.
- Assist in the management of waste contracts.
- Provide general advice to weighbridge and transfer station staff as directed.
- Undertake staff induction tours at the Cairncross Waste Management Facility.
- Assist with the review of waste policies and procedures.
- Update and maintain Council's public bin register.
- Maintain customer waste accounts.
- Assist with waste licensing reporting and requirements as directed.
- 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 30 November 2020 **Group Manager** Commercial Business Units

Date 30 November 2020 **Director** Corporate Performance

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 _____