

## POSITION DESCRIPTION

<b>Position Title:</b>	Relief Waste Attendant	<b>Position Code:</b>	
<b>Division:</b>	Development & Environment	<b>Grade:</b>	B
<b>Location:</b>	Dubbo/Wellington/Transfer Stations	<b>Hours/Week:</b>	38
<b>Reports To:</b>	Waste Contract and Collection Coordinator West		
<b>No. Direct Reports:</b>	Nil	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

The Relief Waste Attendant position's primary aim is to fill in across all resource recovery sites during periods of staff leave, illness or other shortages and contribute to seamless, beneficial and cost efficient solid waste receipt and processing operations. Responsibilities will include relief weighbridge/gatehouse operations, garbage truck and heavy plant operation. Work locations will include Dubbo, Wellington or any of Council's five rural transfer stations.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Relief in various positions	<ul style="list-style-type: none"> <li>Relief Whylandra/Wellington Heavy Plant Operator/Labourer</li> <li>Relief Garbage Truck Operator (Dubbo/Wellington)</li> <li>Relief Rural Transfer Station Operator</li> </ul>
Weighbridge/Gatehouse and Rural Transfer Station Operations	<ul style="list-style-type: none"> <li>Weighbridge or charge out operations are carried out efficiently</li> <li>Provide customer service to users of the facility</li> <li>Weighbridge/Gatehouse and Rural Transfer Stations and surrounding areas are maintained, clean and free of litter</li> <li>Ensure fees and charges taken through the facility are balanced and accurately reported</li> <li>Understand emergency procedures and be able to apply these as required</li> </ul>
Undertake waste receipt and processing facility tasks	<ul style="list-style-type: none"> <li>Check Waste loads and classifications</li> <li>Customer assistance and education on waste separation/recycling</li> <li>Pick-up litter and maintain facility cleanliness</li> <li>Packaging and processing of waste material for recycling or treatment</li> <li>Other duties as directed</li> </ul>
Plant Operation at Whylandra and Wellington	<ul style="list-style-type: none"> <li>Operation of plant and equipment including loader, compactor and skid-steer</li> <li>Drive and operate machines competently to move, compact and shape waste, recycling, earthworks etc.</li> <li>Receipt Centre operations</li> <li>Comply with safety requirements</li> </ul>

### Key Accountabilities / Duties

Management Systems	<ul style="list-style-type: none"> <li>• Knowledge of requirements of Council Management Systems and Landfill Environmental Management Plan</li> <li>• Undertake training and gain knowledge of the relevant waste legislation applicable to the facility</li> <li>• Assist in upgrading and improving policies and procedures</li> <li>• Collate and record information required for works undertaken</li> <li>• Suggest improvements to systems elements</li> <li>• Learn new systems and apply in the work environment</li> </ul>
Team Building	<ul style="list-style-type: none"> <li>• Contribute positively to team harmony</li> </ul>

### Inherent Requirements of the Position

- Class HR Drivers Licence
- WorkCover construction induction card
- Pre-employment health assessment
- This position is required to wear an approved DRC uniform at all times
- Willingness to undertake further studies and training as required
- Predominantly this position is required to work outside, in public and non-public areas, thus a reasonable level of fitness and good manual handling technique are required for the role
- Computer competency

### Selection Criteria

#### Essential

1. Class HR Drivers Licence and WorkCover construction induction card
2. Plant operator competence in loader, skid-steer or other plant operation applicable to landfill operations, including mechanical aptitude
3. General administrative skills demonstrating a competent level of literacy, numeracy, computer skills and cashier work
4. Good customer service and verbal communication skills
5. Ability to work co-operatively in a team environment

#### Desirable

6. Appropriate work related waste management experience and operation of a side-lift waste collection truck
7. Knowledge of computer operated weighbridge equipment
8. Knowledge of Dubbo Regional Council geography

## Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> <li>• Progressive             <ul style="list-style-type: none"> <li>○ Be curious, courageous and committed</li> </ul> </li> <li>• Sustainable             <ul style="list-style-type: none"> <li>○ Balanced approach to growth and opportunity</li> </ul> </li> <li>• One Team             <ul style="list-style-type: none"> <li>○ Working together</li> </ul> </li> <li>• Integrity             <ul style="list-style-type: none"> <li>○ Accountable for our actions</li> </ul> </li> </ul>
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council’s WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture &amp; Safety within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	<p>Staff will give equal priority to improving and enhancing Council’s economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council’s adopted Code of Conduct.</li> <li>• Council’s Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

**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 Dubbo Regional 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: