

## POSITION DESCRIPTION

<b>Position Title:</b>	Waste Attendant	<b>Position Code:</b>	WA
<b>Division:</b>	Development and Environment	<b>Grade:</b>	B
<b>Location:</b>	Dubbo/Wellington	<b>Hours/Week:</b>	38
<b>Reports To:</b>	Waste Coordinator West/East		
<b>No. Direct Reports:</b>	Nil	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

The Waste Attendant is to work with the other waste depot staff in providing beneficial and cost efficient solid waste receipt and processing at waste facilities. Responsibilities will include weighbridge operations.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Weighbridge Operation	<ul style="list-style-type: none"> <li>• Weighbridge or charge out operations are carried out efficiently.</li> </ul>
Undertake waste processing facility works	<ul style="list-style-type: none"> <li>• Waste classification</li> <li>• Customer assistance</li> <li>• Recycling activities facilitated</li> <li>• Maintenance of facilities</li> <li>• Litter pickups undertaken</li> <li>• Packaging and processing of waste material for recycling or treatment</li> <li>• Other duties as directed</li> </ul>
Management Systems	<ul style="list-style-type: none"> <li>• Knowledge of requirements of Council Management Systems including Landfill Environmental Management Plan.</li> <li>• Collate and record information required for works undertaken.</li> <li>• Suggest improvements to systems elements.</li> <li>• GPS Systems are applied.</li> </ul>
Plant Operation	<ul style="list-style-type: none"> <li>• Undertake plant maintenance as per manufacturer's guidelines</li> <li>• Drive and operate machines competently to move, compact, and shape waste, recycling, earthworks etc.</li> <li>• Comply with safety requirements</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

- Pre-employment health assessment.
- Willingness to undertake further studies and training as required.
- WorkCover construction induction card.
- First Aid certificate.
- This position is required to wear an approved DRC uniform at all times.
- This position is required to work outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- The position is provided with a DRC radio for work use.

### Selection Criteria

#### Essential

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

#### Desirable

5. Competence in operation of a number of plant items.
6. Technical qualifications in waste management
7. Knowledge of Dubbo Regional Council geography.
8. Appropriate work related (waste management) experience.

### Organisation Wide Accountabilities

#### Corporate Values

#### **Creating Community for Today and Tomorrow**

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
  - Be Curious, Courageous And Committed
- **Sustainable**
  - Balanced Approach To Growth & Opportunity
- **One Team**
  - Working Together
- **Integrity**
  - Accountable For Our Actions

#### Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others

	<ul style="list-style-type: none"> <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	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.
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: