

## POSITION DESCRIPTION

<b>Position Title:</b>	Operator, Waste Management Facility
<b>Position Number:</b>	7057
<b>Group:</b>	Planning and Infrastructure Services
<b>Business Unit:</b>	Waste and Circular Economy
<b>Service Unit:</b>	Waste and Circular Economy
<b>Reports To:</b>	Waste Management Facility Supervisor
<b>Grade:</b>	7
<b>Hours Of Work:</b>	38 hours per week
<b>Last Date of Review:</b>	November 2024
<b>Last Date of Evaluation:</b>	November 2024

### Role Function Summary

This position utilises a range of plant and equipment to carry out the day-to-day activities required for the management of the solid waste landfill, Community Recycling Centre as well as general site maintenance. This position ensures placement of materials is undertaken in accordance with Council's Landfill Master Plan, fill plan, Environmental Protection Licence, Development Approval, and other plans of management.

This position is required to work an 8-day fortnight on a seven day a week roster system and be available on rare occasions for after hour's emergencies as required.

### Key Responsibilities (Major and Essential Job Functions)

- Undertake plant operations to move, spread, level, compact, trim and shape solid waste and cover materials, road materials and other stockpiled materials and per Council's Safe Operating Procedures.
- Demonstrate competency in the operation of dynamic load shifting plant and equipment including, but not limited to, Dozer, Compactor, Excavator, loader and Tractor.
- Ensure daily maintenance and pre-start checks of assigned plant are completed.
- Actively solve work problems and undertake works autonomously or with other work groups as required.
- Set out and maintain signage and traffic control measures within the landfill.
- Keep site and access roads tidy, undertake dust control works in accordance with Council's procedures.
- Monitor scrap steel, organics, timber and concrete management within the landfill and report to the Supervisor when stocks require removal.
- Where required, undertake community recycling centre duties in accordance with Council's procedures.
- Undertake vegetation management including weed control, mowing and whipper snipping on the landfill face, rental properties and buffer lands.
- Utilisation of plant to carry out water diversion, onsite pumping and drainage works.
- Actively contribute to the mentoring, on-the-job training and sharing of knowledge and skills with work colleagues when requested.
- Contribute to the development and review of safe work method statements and safe operating procedures.
- Direct and advise customers of procedures for disposal of materials or if materials are unacceptable.
- Respond, report and record requests/complaints/enquiries received.
- Positively contribute to team discussions, Toolbox Talks and meetings as well as complete all risk assessments, check for safety and all other relevant Work health & Safety documentation required.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

## Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

**Community Vision** Singleton. Vibrant, progressive, connected, sustainable & resilient.

**Organisation Vision** ESSP - Engaged people; Safe and Sustainable workplace; and a Performance based culture

**Our Purpose** To 'create community'.

**Values and Behaviours** Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:

**Accountable:** We know what we do, and do what we say

**Connected:** We work together to create community

**Integrity:** We do the right thing

**Care:** We are people who care

**Adaptable:** We are ready to respond

**Safe Workplace** It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.

**Policies and Procedures** The responsibilities of this position are completed in line with all Council policies and procedures related to this position.

Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

## Organisational Relationships

**Internal Relationships:** Waste Management Facility Supervisor and other Waste Management Facility team members, Waste Services Technical Officer, Waste Projects Coordinator, Manager Waste and Circular Economy, Workshop personnel, WHS representatives.

**External Relationships:** Customers/public, Contractors.

**Direct Reports:** Nil

**Indirect Reports:** Nil

## Specifications and Technical Skills:

### Essential Criteria:

- Demonstrated experience operating dynamic load plant equipment.
- Proven competency in undertaking specified labouring duties and maintenance tasks.
- Sound knowledge and awareness of WHS practices.
- Basic numeracy, literacy and computer skills.
- Sound verbal and non-verbal communication skills with the ability to resolve problems.
- An ability to work effectively in a team environment.
- Strong customer service focus with the ability to work under minimal supervision.

### Licences and Tickets:

- Certificate of competency for compactor, dozer, loader, excavator and/or other heavy equipment.
- WorkCover NSW Construction Induction Card (white card).
- Class HR Drivers Licence.

### Desirable:

- First Aid Certificate
- Certificate III in Waste Management or willing to obtain
- Certificate III in Civil Construction or willing to obtain
- Experience in civil engineering or waste or recycling industry.

## Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

### Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		x							x			
Walking			x			x						
Standing			x			x						
Bending			x		x							
Squatting			x		x							
Climbing			x		x							
Kneeling				x								
Twisting			x		x							
Lifting			x		x							
Driving		x							x			

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	<b>Right Hand</b>					<b>Left Hand</b>			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

x	Operating mobile plant	x	Working with paints, solvents, oil, grease
x	Light repetitive handling	x	Cold environment
	Dog/cat control	x	Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	x	Customer contact
x	Garbage collection	x	Screen based work (intermittent)
	Office, toilet cleaning		Screen based work (constant)
x	UV exposed		Clerical deadlines
x	Herbicide/Pesticide use		Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
x	Walking on Slopes / Hills / Gradients	x	Motor trades work
x	Walking on uneven surfaces		Child care
x	Working with bitumen		Hospitality
x	Working with concrete	x	Exposure to dust or fumes

**Skills Progression and Assessment Record:**Position Title: **Waste Management Facility Operator**

Employee:

<b>Skill Progression Requirements</b> <input checked="" type="checkbox"/> Step Achieved	<b>Salary Step</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Certificate of competency for dozer, compactor, loader, excavator and/or other heavy equipment	1					
WorkCover NSW Construction Induction Card (white card).	1					
Class HR Drivers Licence	1					
Sound interpersonal skills, with an ability to work effectively in a team environment and across all levels of the business.	1					
Basic numeracy, literacy and computer skills.	1					
Attainment of a first aid certificate.	2					
Demonstrated ability to safely operate and adequately maintain plant/equipment safely and effectively.	2					
Completion of chemical handling and management certificate	2					
Keeps Supervisor up-to-date on status of works/projects and recommend/implement corrective action as required	2					
Ability to deal with difficult customers.	2					
Certificate III in Waste Management.	3					
Demonstrated ability to safely operate and adequately maintain plant/equipment safely and effectively.	3					
Identification and implementation of potential solutions to reducing waste to landfill.	3					
Demonstrate ability to work safely including the identification of hazards as well as completion of hazard and incident reporting.	3					
Demonstrated ability to work autonomously and complete work tasks as scheduled.	3					
Demonstrated ability to up skill through performing responsibilities of the Waste Management Facility Supervisor.	4					
Completion of Certificate III in Civil Construction – Plant Operations	4					
Ability to plan and carry out, on a consistent basis, on site surface water diversion and control, including drains, bund walls and dams.	4					
Demonstrates initiatives by suggesting changes to work procedures that enhance work environment	4					
Demonstrated ability to complete complex risk assessment, including high risk manual handling risks, and develop detailed Work Method Statements.	4					

**Authorisation:**

I agree to work in accordance with the requirements and expectations outlined in this position description.

Employee Name

Signature

Date

**Skills Review Year** (eg 2024): \_\_\_\_\_ **Position:** \_\_\_\_\_

**Annual Skills Assessment:**

The following is to be completed at the time of the annual skills assessment.

**Comments on Employee's attitude and application to work:**

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**Employee's Comments:**

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Name

Signature

Date

**Coordinator's Comments:**

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Name

Signature

Date

**Manager's Comments:**

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Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> <b>Proposed Salary Step Placement</b>				