



SHIRE OF  
**HARVEY**

### Team work

We are a united team who works together towards a common goal.

### Integrity

We are empowered and accountable when making decisions.

### Excellence

We are committed to an exceptional customer experience.

### Leadership

We are adaptable and responsive in our leadership.

### Respect

We are respectful of our history and work together to build our future.

## Waste Facility Operator

### Our vision

Together, towards an even better lifestyle.

### 1. Position details

|                                    |  |          |
|------------------------------------|--|----------|
| Directorate:                       | Infrastructure Services  | Level: 3 |
| Reports to:                        | Waste Services Supervisor  |          |
| Supervision of:                    | Nil  |          |
| Significant Working Relationships: | Waste and Sustainability Officer<br>Waste Services Supervisor<br>Manager Waste and Safety Services<br>Director Infrastructure Services |          |

### 2. Position summary

To provide a comprehensive waste operations service to the Local Government on a day to day and all weather basis in accordance with adopted management plans and as directed by the Manager Waste and Safety Services.

### 3. Community strategic objectives



## 4. Our values

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**Respect** - We are respectful of our history and work together to build our future.

## 5. Key duties and responsibilities

| Key functions                       | Specific duties   |
|-------------------------------------|---|
| Waste management operations general | <ul style="list-style-type: none"><li>• Undertake general operational and maintenance activities for the Richardson Road Waste Management Facility, in accordance with adopted management plans, Department of Water and Environmental Regulation (DWER) licence conditions and as directed by the Manager of Waste and Safety Services.</li><li>• Ensure all plant and equipment is maintained in working order and serviced when required as per routine documented plant service requirements prestart/shutdown inspections;</li><li>• Submit machine reports within specified timeframes.</li><li>• Follow and apply operational and emergency plans, systems and procedures.</li><li>• Collect and interpret information needed during waste operations within limits of responsibility.</li><li>• Read, interpret and apply waste licence conditions, operating manuals, applicable to the role of waste operations.</li><li>• Complete documents as part of duties, including completion of relevant forms (e.g. timesheets, prestart checks, machine reports).</li><li>• Recognise problems that may occur in the job role and take appropriate action to report or resolve the problems within limits of responsibility.</li></ul> |
| Landfill operations                 | <ul style="list-style-type: none"><li>• Operation of loader and dozer and miscellaneous minor plant in accordance with the Statement of Duties (SOD) for the operation of the site.</li><li>• Provide direction to commercial vehicles in terms of waste placement and managing truck movements to ensure orderly tipping of waste.</li></ul>   |

|                                |   |
|--------------------------------|---|
|                                | <ul style="list-style-type: none"> <li>• Ensuring optimum waste placement and compaction taking into account the nature of the waste, the disposal location slopes, the machinery used and climatic conditions.</li> <li>• Work to survey markers/indicators and interpret landfill management plans and survey diagrams.</li> <li>• Spotting, isolating and reporting incorrectly described, prohibited or potentially dangerous waste loads.</li> <li>• Reclaiming recyclable material from waste loads as deemed necessary.</li> <li>• Undertake disposal of specific/difficult wastes as directed</li> <li>• Undertake landfill operational activities in accordance with adopted management plans, DWER licence conditions and as directed by the Manager of Waste and Safety Services.</li> </ul> |
| Recovery Operations            | <ul style="list-style-type: none"> <li>• Undertake sorting, separation and preparation of recycle loads for transport to end markets.</li> </ul>  |
| Transfer stations operations   | <ul style="list-style-type: none"> <li>• Operation truck and trailer and other minor plant in accordance with SOD.</li> <li>• Work autonomously to meet servicing demands at transfer stations within specified timeframes and in a safe manner.</li> <li>• Carry out collection, transportation, disposal and recording of waste loads from transfer stations.</li> </ul>  |
| Other                          | <ul style="list-style-type: none"> <li>• Reasonable duties commensurate with classification level.</li> <li>• National Crime Check.</li> <li>• Current "C" Class Drivers Licence.</li> </ul>  |
| Occupational Safety and Health | <ul style="list-style-type: none"> <li>• Maintain and monitor to ensure a safe and healthy work environment is maintained.</li> <li>• Ensure own safety and ensure employees have a safe area in which to work.</li> <li>• Ensure the active promotion of safety and health controls, mechanism and prevention programs in line with Shire policies and procedures and relevant legislative requirements to maintain a safe working environment.</li> <li>• Ensure all hazards and incidents are identified, risk assessed, reported and controlled.</li> </ul>   |

|                |  |
|----------------|--|
|                | <ul style="list-style-type: none"> <li>• Assist where required to participate in internal accident and incident investigations, working with Supervisor Engineering Services, Leading Hands, Work Health and Safety (WHS) representatives, involved staff and Manager Engineering Services to provide relevant information to assist in the development of preventative or improvement based control recommendations for consideration and implementation.</li> <li>• Ensure employees have safe method of performing the required tasks.</li> <li>• Ensure compliance with take 5's or other safe working based procedures.</li> <li>• Ensure tasks are completed within current level of training or gained qualifications allow.</li> <li>• Ensure worksites are safe before leaving.</li> <li>• Ensure other employees are meeting WHS requirements.</li> </ul>  |
| Organisational | <ul style="list-style-type: none"> <li>• Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.</li> <li>• Create and capture records of work activities in line with policies and procedures.</li> <li>• Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development, and participate in annual performance appraisal.</li> <li>• Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.</li> <li>• Contribute to the attainment and development of strategic plan outcomes, strategies and actions.</li> <li>• A GPS device may be required to be fitted to appropriate Shire vehicles/plant at the discretion of the Director Infrastructure to ensure that a detailed record of operations and for WHS reasons.</li> </ul> |

## 6. Extent of authority

This position operates under the general direction of the Waste Services Supervisor and Manager Waste and Safety Services within guidelines and operational practices and procedures established by the Shire and the policies of the Council.

## 7. Your team



## 8. Position selection criteria

### Essential

1. Demonstrated minor plant operator skill level with significant experience.
2. Demonstrated experience in estimating volumes and quantities.
3. Proven ability to make technical and operational decisions relating to own work requirements.
4. Demonstrated experience in contributing to Work Health and Safety requirements in a waste environment.
5. Demonstrated experience working under limited supervision.

### Desirable

1. Previous experience in landfill, recycling operations and maintenance.
2. Previous experience in point of sale cash receipting and daily financial reconciliation procedures.
3. Hazardous materials awareness in a waste environment.
4. Demonstrated safe operation and user maintenance of specialist and /or heavy vehicles (specifically loaders, dozers and trucks).
5. Knowledge and understanding of the role of waste management within a local government context.