



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Waste Service Operator		
Position Number:	5306	Standard Position Hours:	38 Hours
Group:	Works and Infrastructure	Unit:	Environment and Waste Services
Salary Grade:	3	Award Band and Level:	Band 1 Level 4
Position Reports to:	Team Leader		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	February 2011	Date Last Reviewed:	January 2018
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works and Operations
- Infrastructure
- Open Space and Community Facilities
- Waste and Environment Services

The Environment and Waste Services unit is responsible for managing waste & community environmental management activities and developing and implementing environmental initiatives and strategies.

The position forms part of the Environment & Waste Services Unit.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objective of this position is to perform in all areas of the waste service to ensure the effective and efficient delivery of all waste service activities.

KEY ACCOUNTABILITIES

1. Operation of Single Operator side load waste collection vehicles used to provide Council's waste collection service.
2. Maintenance, delivery & repair of mobile garbage bins.
3. Operation of waste handling, compaction and covering plant to achieve the following outcomes:
 - Collect and transport refuse within the site.
 - Compact rubbish in accordance with best practise plant operation.
 - Maintain safe working distance from customers depositing waste (min 50m).
 - Ensure waste at the active face is adequately covered at the end of each day using either approved cover material or tarp-o-matic.
 - Spread cover material at the site in accordance with prescribed operations.
 - Ensure a level, hardstand area is provided at the end of each day in readiness for the following days delivery by collection vehicles.
 - Maintain cleanliness within the site & plant and clear away debris.
 - Control traffic by placement of signs, lights and barriers.
4. Assist and advise the public in the disposal of waste at the tip face.
5. Process waste transactions as required during the operating hours of the Waste Depot
6. Ensure that the weighbridge building and surrounding public areas are kept in a clean and tidy condition.
7. Provide assistance to the Waste Services Coordinator in the following areas:
 - Prepare and plan for earthworks including work set out and coordination of materials.
 - Supervise a small team to complete set tasks.
 - Assist in measuring the work output of the team.
 - Monitor worksite OH&S issues and take corrective action as required.
 - Assume responsibilities (as directed) of site supervisor or Team Leader as required during Waste Services Coordinator or Team Leader absences.
8. Ensure that best practice work methods are adopted.
9. Respond to emergency events/situations on a roster basis if required.
10. Promote a climate of trust, respect, Council loyalty and teamwork within the Waste team
11. Any other accountabilities or duties as directed by Supervisor/Manager which are within the employee's skill, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Demonstrated ability to deliver a high level of customer service.
2. Demonstrated experience in cash handling and receipting including an understanding of security procedures in relation to money collection.
3. Demonstrated computer literacy skills, including experience in the use of Microsoft Office and other software/databases programs relevant to the position.
4. Demonstrated ability to work unsupervised and to plan and coordinate work with minimal supervision.
5. Demonstrated proficiency in basic literacy, numeracy, written and oral communications.
6. Willingness to work in a team environment in a cooperative manner and to actively participate in “on the job” training.
7. Demonstrated knowledge and understanding of Workplace Health and Safety requirements.

Essential Certificates, Licences and Tickets

1. Current class HR (unrestricted) driver’s licence
2. Work Safely in the Construction Industry Certificate (White Card)
3. Holder of, or willingness and ability to obtain within 6 months of commencement, all of the following;
 - Front End Loader Licence (LL) or statement of attainment or other nationally recognised qualification, or an industry competency card for the operation of a Front End Loader.
 - Forklift licence.

Highly Desirable

1. Demonstrated understanding of Council’s Work Health and Safety requirements relating to the Waste Depot.
2. Previous experience with weighbridge operations, Waste Disposal site operations and operating Waste Collection Vehicles, Traxcavator/Loader, Compactor and Tarpomatic.
3. Demonstrated understanding of waste management practices including land fill operation, recycling and resource recovery.
4. Demonstrated ability to recognise and appropriately handle dangerous goods.

SIGNATURE**Employee****Full Name:****Signature:****Date:**