

POSITION DESCRIPTION

Position Number:	WASTM11
Position Title:	Waste Management Employee
Division:	City Infrastructure
Classification:	Grade 6 Year 1 – Grade 6 Year 3
Status:	Full-Time Permanent
Hours:	76 Hours Per Fortnight
Reports To:	Waste Management Supervisor






Position Objectives

The Waste Management employee will generally – but not exclusively – be responsible for supplying operational support in the safe and effective operation and maintenance of City of Mount Gambier Kerbside Waste Collection and Disposal services, Street Sweeping, Caroline Landfill Operations, Waste Transfer Station, and ReUse Market Operations as well as being required to provide support and relief functions to other areas of the Infrastructure portfolio.

Key Result Areas

1. Provide effective waste management in accordance with the organisations policies and procedures under direction of the Manager Waste Reuse and Environment.
2. Ensure high quality kerbside waste collection and disposal services for the City of Mount Gambier.
3. Maintain street beautification and street sweeping to a high standard.
4. Ensure all Caroline Landfill operations are conducted and maintained in accordance with legislative requirements.
5. Provide effective support for Waste Transfer Station and ReUse Market Operations.
6. Provide support to any other area of the City of Mount Gambier Council as required that fits within your skill set.

Void without CEO approval:

REVIEWED: Manager		28/10/2024
REVIEWED: General Manager		30/10/2024
APPROVED: Chief Executive Officer		04/11/2024



7. Undertake all work in a manner that ensures Work Health and Safety principals are upheld in accordance with the work health and safety act.

Key Duties & Responsibilities

1. Waste Management

- Safe and effective operation and maintenance of plant and equipment applicable to waste management including:
 - remote arm garbage collection vehicle,
 - landfill compactor,
 - tipper trucks,
 - street sweeping vehicle,
 - front end loader,
 - forklift.
- Maintenance of public footways and roadways to required presentation standards.
- Completion of CRMs
 - Hard waste / litter collections
 - Bin Maintenance
 - New premises bin deliveries
- Safe and effective Waste Transfer Station and ReUse Market operations.
- Operation of Caroline Landfill as set out in relevant policies and procedures including:
 - Control of dumping for contractors and Council staff,
 - Compaction and covering of daily waste to meet EPA requirements and optimise landfill life,
 - Litter control,
 - Leachate management.
- Provide support and backfill where required across the infrastructure portfolio wherever required.

2. Work Health and Safety

- Responsible for and actively involved in identifying and managing risks and hazards in day-to-day activities and operations.
- Contribute to a positive safety always culture including participating in the development and review of plant risk assessments and safe operation procedures, safety manuals or any other safety documentation.
- Exercise appropriate care and responsibility in respect of own work environment, other employees of the organisation and the public generally consistent with an employee's duty of care under the work health and safety act.



- Responsible for and actively involved in, identifying, and managing risks and hazards in day-to-day activities and operations.
- Exercise appropriate care and responsibility to ensure your actions do not endanger others in the workplace within the organisation and the public.
- Take responsibility for your own health, safety and fitness at work.
- Actively participate in the organisation's continuous safety improvement programs.
- Abide by the organisations "Safety Always" culture by being actively involved in safety reporting processes.

3. Other Duties

- This position maybe required to perform any duties included within the position classification (and at lower classifications where necessary) as specified by the South Australian Local Government Employees Award classification criteria and which the incumbent has the necessary professional and technical skills.

4. Adhere to City of Mount Gambier General Conditions of Employment

- Undertake other related duties as required for the effective and efficient operation within the scope of this position.
- Follow defined work health and safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Follow defined information management practices, policies and procedures for all records created and received.
- Be responsible for and actively involved in identifying and managing risk in day-to-day activities and projects.
- Follow all defined organisational systems, policies and procedures related to the work being undertaken.
- Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct – Behavioural Expectations of Council Staff Members.
- Demonstrate and uphold the organisation's Values (Lead, Connect, Deliver) that define the standards that guide our behaviours and commitment in working to accomplish the vision and mission.
- Embrace and support the organisation's customer service charter.



Key Competencies & Selection Criteria

Inherent Essential License

- Current and valid Driver's Licence (minimum of an HR Licence).
- Licence/ Qualification to operate Elevated Work Platform, Chainsaw, Chipper, and Stump Grinder or willing to obtain.

Essential

- Ability to work as a member of a team (varying in size and composition) and to work under minimal supervision.
- Demonstrate self-motivation and the capability to effectively accomplish assigned tasks to a high standard within designated deadlines.
- Experience in operating a range of plant and equipment in such a manner as to deliver optimum vehicle/equipment performance and efficiency.
- Experience in the proper care and maintenance of equipment and machinery.
- Ability to complete assigned tasks to an acceptable standard and on time.
- Understanding of the application of continuous improvement principles to ensure increased efficiency and productivity of operations.
- Experience in applying the principles of risk management and safety within an operational work environment.
- Basic use of computers.

Desirable

- Experience in Waste Management
- Experience in driving a side loader garbage compactor.
- Loader licence (requirement to acquire during probationary period).
- Landfill operations experience.
- White card
- Current First Aid Certificate



Inherent Requirements

The checks and clearances form part of the conditions of employment are in accordance with the City of Mount Gambier's Code of Conduct and Principles and Procedures.

Applicants will be required to provide or undertake the following:

Current satisfactory National Police Clearance	Hearing Test	Working with Children Check
Current Reference Check	Functional Capacity Assessment	Drivers Licence History report
Current and valid Driver's Licence – As pre the requirement of the role	Pre-Employment Medical Check	

Special Conditions

- Some work outside of normal business hours may be required as part of emergency works, or scheduled maintenance requirements or reasonable overtime as required to maintain service levels to the community.
- Applicants will be required to be contactable outside of normal business hours for matters regarding the next working days direct operational requirements.
- May be required to start and finish work from different locations.
- Emergency management is a core business for the council. All employees may be required to contribute to emergency management planning and activities as they arise and, in an emergency, you may be directed by your manager to participate in duties not normally assigned to you but within the capacity of your technical skillset.

Extent of Authority

- In accordance with delegations.
- Work under general direction and exercise a high-level autonomy.
- Exercise initiative and judgement, within specific project objectives, in the development and implementation of work practices



Occupant:

Date Appointed:

I have read and understood the key result areas, duties, and responsibilities of this position as described above.

Acknowledged by Occupant: _____ /_____/_____
Signature *date*

