

POSITION DESCRIPTION

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| Position Number: | WASTM13 |
| Position Title: | Waste Management |
| 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 Coordinator |



Position Objectives

The Waste Management employee will generally – but not exclusively – be responsible for the safe and effective operation and maintenance of City of Mount Gambier Kerbside Waste Collection and Disposal, Street Sweeping, Pavement Sweeping/Scrubbing, Caroline Landfill Operations, Waste Transfer Station and ReUse Market Operations and also be required to provide support and relief functions to other employees across the organisation

Key Result Areas

1. Provide effective waste management in accordance with the organisations policies and procedures under direction of the Waste Management Coordinator.
2. Ensure high quality kerbside waste collection and disposal services for the City of Mount Gambier.
3. Maintain street beautification and street & pavement 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. Undertake all work in a manner that ensures Work Health and Safety principals are upheld in accordance with the work health and safety act.

Void without CEO approval:

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| REVIEWED: Manager | |
| APPROVED: Acting Chief Executive Officer | |



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,
 - footpath sweeper/scrubber,
 - front end loader,
 - forklift.
- Maintenance of public footways and roadways to required presentation standards.
- 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.

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 organisations 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 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 behavior 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/s, Clearances and Checks

- A satisfactory pre-employment medical examination.
- Current satisfactory National Police Certificate.
- Current and valid Driver's Licence –*CLASS HR*.

Essential

- Ability to work as a member of a team (varying in size and composition) and to work under minimal supervision.
- 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

- Loader licence (requirement to acquire during probationary period).
- Forklift licence (requirement to acquire during probationary period).
- Landfill operations experience.
- Garbage compactor truck (side lift) experience.
- Current First Aid Certificate.



Occupant: VACANT

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*

