

# **MINDARIE REGIONAL COUNCIL**

*Waste Management Authority*

## **INFORMATION PACKAGE**

### **Staff Vacancies**

Written applications marked “Confidential Application”, to be addressed to:

Human Resource Officer  
Mindarie Regional Council  
PO Box 2746  
CLARKSON WA 6030

*Winning Back Waste*

Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent & Wanneroo. Towns of Cambridge & Victoria Park

# MINDARIE REGIONAL COUNCIL

## *Waste Management Facility*

### **INFORMATION FOR APPLICANTS**

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in preparing your application and to help the selection panel judge your application amongst the many others that will be received for the position. Further information regarding the Mindarie Regional Council can be obtained from MRC's website – [www.mrc.wa.gov.au](http://www.mrc.wa.gov.au).

### **SELECTION CRITERIA**

This is the most important part of your application. It is essential that the information you provide is clear, concise and most importantly relevant so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. Here it must be noted that it is impossible to interview all applicants and therefore only those who best meet the criteria will be short listed for interview.

### **RESUME**

A brief summary of your relevant personal particulars, education (and qualifications) as well as your employment history should be attached to your application. Information provided should preferably relate to the position.

### **REFEREES AND REFERENCES**

While the names of referees may have been asked for in the advertisement, these need not necessarily be supported by written references at the time of sending your application. However, if you choose to enclose written references, copies will suffice at the time subject to sighting originals at a later date. It is recommended that you advise your referees that you have nominated them as the MRC may wish to contact them at a later date. The referees you nominate should be able to comment on your recent work experience.

### **LATE APPLICATIONS**

In fairness to all applicants, late applications will not be accepted.

# MINDARIE REGIONAL COUNCIL

## *Waste Management Facility*

### **SAMPLE SELECTION CRITERIA**

#### **Essential Skills**

- Good verbal and literacy skills
- Working knowledge of plant and machinery
- Ability to interact with the public and co-workers in a harmonious manner
- Ability to work in a small team environment
- Ability to operate small plant and equipment
- An understanding of appropriate work practices including OSH requirements, license provisions, equipment manuals and workplace procedures.

#### **Essential Knowledge**

- Basic knowledge of hazardous items
- Basic knowledge of Customer Service requirements
- Working knowledge of Occupational Safety & Health requirements.

#### **Experience**

- Ability to work in a small team environment

#### **Qualifications and/or Training**

- Current WA C class drivers Licence.
- Recognised training in Occupational Safety & Health or White Card accreditation

#### **Desirable**

- Current Forklift License
- HR Driver's License
- Experience and National Certificates for articulated Dump Truck, Skid Steer loader, Front End Loader
- Previous experience on landfill site
- Provide First Aid accreditation

# MINDARIE REGIONAL COUNCIL

## Waste Management Facility

### SAMPLE POSITION DESCRIPTION

POSITION DESCRIPTION	
RESOURCE RECOVERY ATTENDANT	D/16/4618

**Band Level:** Level 4 MRC Enterprise Agreement as varied from time to time

**Business Unit:** Operations

**Responsible to:** Operations Manager

#### OBJECTIVE:

To perform daily tasks at the Tamala Park Resource Recovery areas and to commit to a positive team culture.

Ensuring that:

- all plant and equipment are operated safely and efficiently;
- the Resource Recovery area operates in accordance with the relevant parts of:
  - the DER License;
  - the Environmental Management & Monitoring Plan;
  - Standard Operational Procedures;
  - Cultural Program;
  - Customer Service Charter;
  - Occupational Safety & Health & Equal Opportunity requirements

#### REQUIREMENTS OF THE JOB

##### Essential Skills

- Good verbal and literacy skills
- Working knowledge of plant and machinery
- Ability to interact with the public and co-workers in a harmonious manner
- Ability to work in a small team environment
- Ability to operate small plant and equipment
- An understanding of appropriate work practices including OSH requirements, license provisions, equipment manuals and workplace procedures.

##### Essential Knowledge

- Basic knowledge of hazardous items
- Basic knowledge of Customer Service requirements
- Working knowledge of Occupational Safety & Health requirements.

# MINDARIE REGIONAL COUNCIL

## *Waste Management Facility*

### **Experience**

- Ability to work in a small team environment

### **Qualifications and/or Training**

- Current WA C class drivers Licence.
- Recognised training in Occupational Safety & Health or White Card accreditation

### **Desirable**

- Current Forklift License
- HR Drivers License
- Experience and National Certificates for articulated Dump Truck, Skid Steer loader, Front End Loader
- Previous experience on landfill site
- Provide First Aid accreditation

### **KEY DUTIES/RESPONSIBILITIES**

#### **Outcome: Service Management**

- To ensure the safety of customers using facilities and in compliance with signage
- To inspect and identify incoming waste and direct customers to the appropriate location to dispose of waste
- To direct to traffic at transfer station to unloading bins
- To supervise and assist customers unloading waste
- To operate litter collection equipment to maintain a clean worksite
- To give direction to traffic at recycling or transfer stations
- Serve customers wishing to purchase items
- To inspect and price incoming items
- To operate the forklift to move recyclable items to appropriate areas
- To give assistance to sorting recyclable items
- To identify and correctly store hazardous waste items
- Ensure safe site working procedures in accordance with the requirements of the Occupational, Safety & Health Act and associated regulations
- Carry out any other functions in accordance with skill base and qualifications

#### **Outcomes: Customer Service**

- Liaise with all Council's customers in a professional and harmonious manner in line with our Customer Service Charter
- Recognise that Council has internal customers and that these customers deserve to be treated with respect and assistance by each other and from Management

# MINDARIE REGIONAL COUNCIL

## *Waste Management Facility*

- Identification and education of customers on unacceptable or hazardous waste as per “Environmental Management and Monitoring Plan” Licence for a class 2 Landfill and Hazardous Waste Criteria

### **Outcome: Human Resource (Within Department)**

- Participate in an annual performance review
- Assist all Mindarie staff where assistance is sought or required
- Adhere to the personal behaviour, honesty and integrity standards as described in the MRC Code of Conduct.

### **Outcome: Risk Management**

- Ensure safe practices are adopted in carrying out tasks to ensure a safe working environment exists at all times
- Report all accidents, incidents and hazardous situations arising in the course of work
- Understand and implement emergency procedures when required
- Renew and maintain compliance towards your drivers and forklift license, notify management of any non-compliance immediately.

### **Outcome: Environment**

- Ensure the adoption of safe work practices in carrying out tasks so as to protect the environment at all times.
- Comply with relevant sections of the Environmental Management Monitoring Program (EMMP).
- Report all environmental incidents, complaints and hazardous situations arising in the course of work
- Understand and implement environmental emergency management procedures when required

### **General Responsibilities**

- Adhere to the Council’s policies, procedures and management practices as amended from time to time.
- Contribute to the development and attainment of relevant departmental business goals and objectives.
- Ensure that the capture of correspondence (electronic and paper based) and documentation relevant to specific work area complies with WA State Records Office legislation.

## **ORGANISATIONAL RELATIONSHIPS**

Responsible to:

- Resource Recovery Manager.
- Fellow workers in the conduct of duties in a safe and considerate manner.

# MINDARIE REGIONAL COUNCIL

## *Waste Management Facility*

- Customers, to ensure safe behaviour on the site.

### **EXTENT OF AUTHORITY:**

- Employee to act as an authorised officer to the extent only as required by current by-laws, and other Council instructions, in relation to behaviour of other personnel on the site.
- To provide direction and, where necessary, assistance, to all users of the facility.

**This position may make decisions in the following areas in accordance with the conditions described:**

- Acceptability of waste products
- Pricing of recyclables
- Location for waste disposal

**This position may give direction (either directly or indirectly) to:**

- Customers

**NAME OF PRESENT OCCUPANT** \_\_\_\_\_

**DATE APPOINTED** \_\_\_\_\_

**DATE PD APPROVED** \_\_\_\_\_

# MINDARIE REGIONAL COUNCIL

## *Waste Management Facility*

### **CONDITIONS OF EMPLOYMENT FOR FULL TIME APPLICANTS**

- Permanent position
- Band 4 and Mindarie Enterprise Agreement as varied from time to time
- Superannuation Entitlement – 16.5% per annum, depending on employee contribution
- 6 month probationary period that could be extended for a further three months (at the discretion of Council)
- Hours of work 8.00am are to 4.00pm overtime rates applicable.
- Sick leave / Personal Leave entitlements – 10 days per annum (pro rata)
- Annual leave entitlement – 22 days per year plus 17½ % leave loading (pro rata).
- Long service leave entitlement: 13 weeks after 10 years continuous service within WA Local Government. Long service leave may be transferred from one WA Local government authority to another.
- Parental leave (included in sick leave provision)
- Public holiday entitlement
- Staff development/training
- Annual performance reviews
- Council provides operational employees a uniform which includes protective clothing
- MEDICAL – As part of the selection process applicants will be required to attend a medical examination with a medical practitioner appointed by Council



# MINDARIE REGIONAL COUNCIL

## *Waste Management Facility*



The Mindarie Regional Council Waste Disposal Authority is located at '**Tamala Park**', 1700 Marmion Avenue, Tamala Park.

The **Waste Disposal Centre** is open every day of the year (with the exception of Christmas Day, New Years Day and Good Friday), from 8.00am - 4.45pm for the receipt of general waste and domestic household rubbish.

The **Recycling Shop** is open to the public from Friday to Monday from 8.00am - 4.45pm (with the exception of Christmas Day, New Years Day and Good Friday).

The **Recycling Drop Off** is open to the public 7 days per week from 8.00am - 4.45pm (with the exception of Christmas Day, New Years Day and Good Friday).