

POSITION DESCRIPTION	
WASTE MANAGEMENT ATTENDANT	D/25/000****

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

Business Unit: Operations

Responsible to: Waste Management Team Leader

OBJECTIVE:

To perform daily tasks with a positive customer focus at the Tamala Park Transfer Station, Weighbridge and wider operational areas.

Ensuring that:

- all plant and equipment are operated safely and efficiently;
- Perform waste operation activities including;
 - General resource recovery,
 - Solid waste management, and
 - Customer transaction activities.
- all operational areas operate in accordance with the relevant parts of:
 - the DWER License;
 - the Site Management Plan;
 - Standard Operational Procedures;
 - Customer Service Charter; and
 - Work Health & Safety (WHS) Opportunity requirements.

REQUIREMENTS OF THE JOB

Essential Skills

- Developed Communication skills
- Working knowledge of plant and machinery
- Ability to work in a small team environment
- Basic computer skills
- Sound numeracy and literacy skills

Essential Knowledge

- Knowledge of hazardous items
- Knowledge of Customer Service requirements
- Working knowledge of WHS requirements and the ability to work in a safe and efficient manner

Experience

- Experience communicating with the public resolving minor matters
- Experienced labour duties and working independently with limited guidance

Desirable Experience / knowledge

- Working knowledge of weighbridges operations, weighbridge processes in a waste management setting
- Forklift operations
- Current HR Driver's License
- Formal qualifications for operating Hook-lift Trucks, Skid Steer loader.
- Provide First Aid accreditation

Physical Working Conditions

- Available to work Monday to Sunday rosters, preferably for a minimum 8-day fortnight
- Able to work in adverse working conditions (e.g. outdoors in incremental weather, odorous or dirty conditions)
- Able to work in environmentally adverse conditions (e.g. there may be a requirement to handle , clean, bury or remove hazardous items)
- Able to wear all PPE as required and necessary for personal safety
- Able to stand for lengthy periods, perform manual handling tasks including pushing and pulling, and walking on uneven ground surfaces.

KEY DUTIES/RESPONSIBILITIES

Outcome: Service Management

- To ensure the safety of customers using facilities and in compliance with area requirements
- To physically inspect vehicles, identify incoming hazardous items
- Direct customers with waste to the correct unloading areas and ensure customers are unloading their waste in a safe manner
- Maintain a high standard of housekeeping
- To identify and correctly store hazardous waste items
- Participate in team discussions and engagement in constructive communication with both staff and customers.
- Weighbridge duties on completion of weighbridge training competency
- To operate the plant and machinery in the appropriate areas for the transport and disposal of waste items.
- Ensure safe site working procedures in accordance with the requirements of the WHS Act and associated regulations
- Site support, duties as required (e.g. litter collections, grounds maintenance)
- Carry out daily routine checks, monitoring and maintenance activities including reporting emergency maintenance works as necessary
- Relief duties operating HD Plant at the Landfill within your skill set.

- 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
- Identification and education of customers on unacceptable or hazardous waste for a class 2 Landfill and Hazardous Waste Criteria.

Outcome: Human Resource

- Participate in the employee performance review with manager.
- Promote a positive culture amongst staff in a supportive and participative environment.
- Adhere to the personal behaviour, honesty and integrity standards as described in the MRC Code of Conduct.

Outcome: Risk Management

- Report all environmental and safety accidents, incidents and hazardous situations arising in the course of work.
- Act in an environmentally sustainable manner throughout the course of your duties.
- Comply with relevant sections of the Site Management Plan.
- Understand and implement emergency procedures when required.
- Contribute to the review and updating of internal business processes (SWP's & SWMS & SOP's)
- Renew and maintain compliance towards your drivers and forklift license, notify management of any non-compliance immediately.

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:

- Operations Manager
- Waste Management Supervisor.
- Fellow workers in the conduct of duties in a safe and considerate manner.

- 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
- Location for waste disposal

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

- Customers
- Contractors