

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.

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.

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SELECTION CRITERIA (SAMPLE)

REQUIREMENTS OF THE JOB

Essential Skills

- Developed Communication skills
- Working knowledge of plant and machinery
- Ability to interact with the public in a solution based manner.
- Ability to work in a small team environment
- 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
- Current WA C class drivers Licence.

Qualifications and/or Training

- Recognised training in Occupational Safety & Health or White Card accreditation

Desirable

- Current Forklift License
- HR Driver's License
- Verification of Competency for Bin Truck, Skid Steer loader, Front End Loader
- Previous experience on landfill site
- Provide First Aid accreditation

POSITION DESCRIPTION

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RESOURCE RECOVERY ATTENDANT	D/18/5071
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Band Level: Level 4 MRC Enterprise Agreement as varied from time to time

Business Unit: Operations

Responsible to: Operations Manager
Resource Recovery Supervisor

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 DWER License;
 - the Environmental Management & Monitoring Plan;
 - Standard Operational Procedures;
 - Cultural Program;
 - Customer Service Charter;
 - Occupational Safety & Health & Equal Opportunity requirements

REQUIREMENTS OF THE JOB

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KEY DUTIES/RESPONSIBILITIES

Outcome: Service Management

- To ensure the safety of customers using facilities and in compliance with signage
- To physically inspect vehicles, identify incoming recyclable and resalable items suitable for recycling.
- To provide customer assistance to sorting recyclable items were required
- Direct customers with waste to the correct areas on site
- To give direction to traffic at recycling and/or transfer station
- Housekeeping to high standards
- Excellent team communication
- To supervise customers unloading waste
- Serve customers wishing to purchase items in line with the MRC pricing procedure
- To operate the forklift in the appropriate areas
- To remove items from waste to be recycled or sold.
- 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
- 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

- Participate in the employee performance review with manager.
- Promote the "One Team Culture" amongst staff in a supportive and participative environment.

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- Adhere to the personal behaviour, honesty and integrity standards as described in the MRC Code of Conduct.

Outcome: Risk Management

- 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

- Understand and implement environmental emergency procedures when required.
- 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.

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
- Resource Recovery 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
- Pricing of recyclables
- Location for waste disposal

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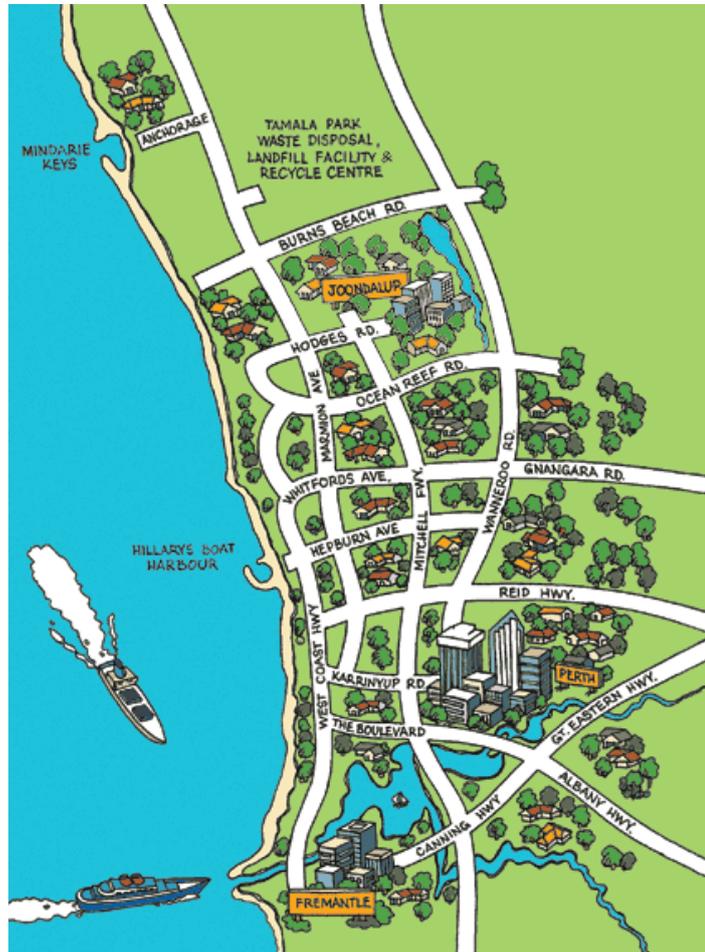
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CONDITIONS OF EMPLOYMENT FOR FULL TIME APPLICANTS

- Full Time position
- Band 4/5 and Mindarie Enterprise Agreement as described for Community Service Officers
- Superannuation Entitlement – 16.5% per annum, depending on employee contribution
- 3-month probationary period that could be extended for a further three months (at the discretion of Council)
- Span of hours of work between 7.00am are to 10.00pm Monday to Sunday
- 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
- 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

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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 **REUSE Shop** is open to the public from Monday to Sunday from 9.00am - 4.00pm (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).