



Shire of Lake Grace

## WASTE SITE (LANDFILL) ATTENDANT POSITION DESCRIPTION

### Shire Values

*'A safe, inclusive and growing community embracing Opportunity'*

<b>Position title</b>	Waste Site (Landfill) Attendant
<b>Department / service area</b>	Infrastructure Services
<b>Industrial award</b>	Local Government Industry Award 2010
<b>Classification</b>	Level 2
<b>Position reports to (role)</b>	Works Supervisor
<b>Position supervises / Manages (roles)</b>	Nil
<b>Last date PD reviewed</b>	23/01/2019
<b>Links to Corporate Plan Objectives</b>	<b>ENVIRONMENT OBJECTIVE</b> Protect and enhance our natural and built environment <ul style="list-style-type: none"><li>• Outcome 3.2 A natural environment for the benefit and enjoyment of current and future generations</li></ul>

**Position Certification Date:** 23/01/2019

**Employee Name:**

**Signature:**

**Approved By:** Vanessa Crispe  
Manager Infrastructure Services

**Signature:**

**Approved By:** Denise Gobbart  
Chief Executive Officer

**Signature:**

### Position Summary

#### Job Purpose

The Waste Site (Landfill) Attendant is responsible for the performance of tasks and duties as assigned to maintain and operate the Newdegate and Lake Grace Landfill sites.

The position will operate as part of a team to ensure productivity and quality results are achieved in waste management operations.

#### Position Objectives

Carry out allocated work to provide a high standard of service at both Newdegate and Lake Grace landfill sites.

Liaise with the Works Supervisor regarding safety and operation matters and day to day operations.

### Primary, Delegated or Supporting Responsibilities

#### Waste Site Duties

- Direct vehicle traffic at waste site to correct tipping areas and assist clients with tipping of rubbish
- Check loads of rubbish for asbestos, oil, tyres, batteries, chemicals and other hazardous goods and arrange appropriate disposal or rejection of these goods (in accordance with the Shire of Lake Grace Waste Disposal Site Acceptance Criteria)
- Assist with the separation of waste to ensure the maximum amount of recyclables are redirected away from landfill into a suitable location for community access at no cost
- Relocation of incorrectly dumped refuse
- Ensure that waste site is maintained free of windblown waste and kept generally tidy
- Ensure security of refuse site
- Maintain records of waste received at site as required
- Record and report all occurrences in accordance with the Site Registration Conditions
- Report all fires at the site and ensure any fires are extinguished as soon as possible

### **Occupational Health and Safety**

- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace
- Observe all safe working practices as directed by the Works Supervisor and use of personal protective equipment as provided
- Report all accidents, incidents, near misses and hazardous situations arising in the course of work

### **Other Duties**

- Undertake manual labouring duties as required
- Attend staff meetings as required
- Report all mechanical faults and servicing requirements to the Works Supervisor
- Receive written work orders or verbal instructions from the Works Supervisor or Manager Infrastructure Services
- Carry out daily pre-start checks, grease, maintain and clean plant equipment to a high standard
- Any other duties consistent with the level of this position and requested by the Works Supervisor or Manager Infrastructure Services

### **General Responsibilities and expected behaviour or conduct**

*The Model Code of Conduct provides elected members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.*

Staff are expected to;

- ✓ assist other employees from time to time and contribute to teamwork.
- ✓ behave in a manner and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code
- ✓ observe the highest standards of honesty and integrity
- ✓ avoid conduct which might suggest any departure from these standards
- ✓ give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

### **Key Performance Indicators**

### **Performance Requirements**

**To be determined**

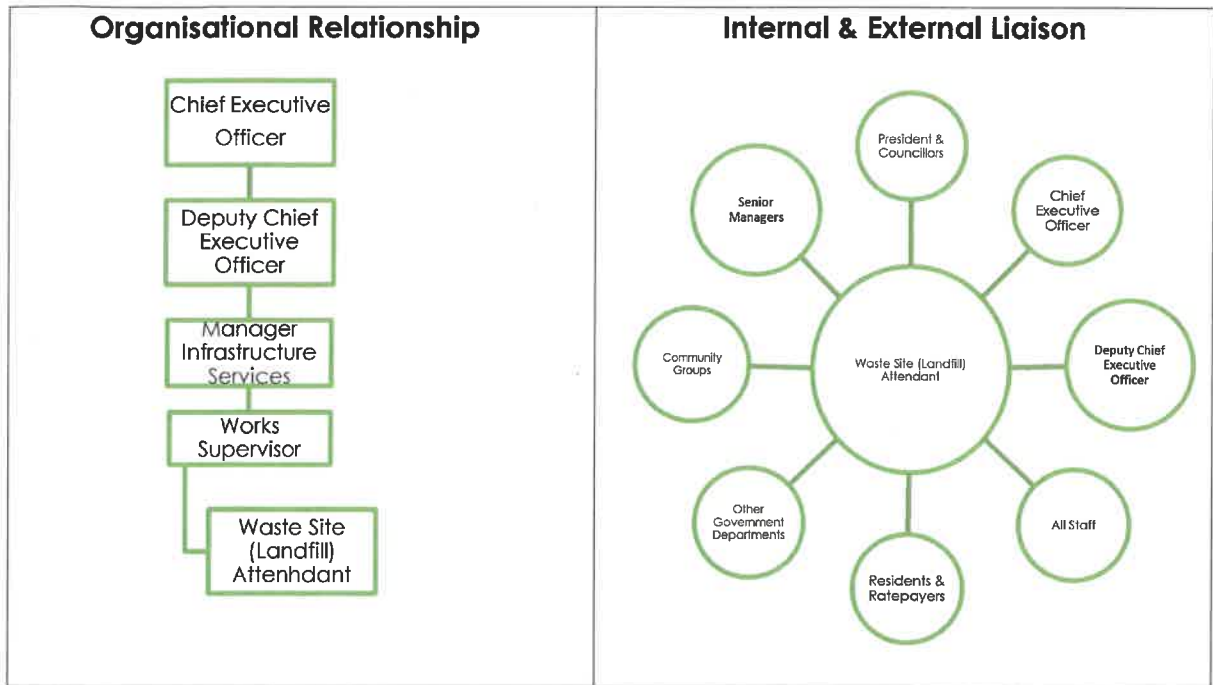
### **Occupational Safety and Health Statement of Outcome**

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome. The Shire of Lake Grace is committed to continuous improvement of the Occupational Health and Safety standards.

### **Equal Employment Opportunity Statement of Outcome 2017-2020**

1. The organisation values EEO and diversity and the work environment is free from sexual and racial harassment.
2. Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees
3. Employment programmes and practices recognise and include strategies for EEO groups to achieve workforce diversity
4. Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation

**Position Liaises with:**



**SELECTION CRITERIA**

**ESSENTIAL**

1. Demonstrable experience of providing a high level of customer service
2. Basic plant operation/user maintenance skills
3. Excellent communication and numeracy skills
4. Strong problem solving, conflict resolution and decision making skills
5. Developed knowledge in safe working practices and procedures
6. Basic record keeping skills
7. Current HR class drivers licence
8. Hold a National (or Federal) Police Clearance – no more than 3 months old

**PREFERRED**

1. Demonstrable experience and knowledge of waste site operations
2. An understanding of legislation relating to waste site operations
3. Good knowledge of general maintenance procedures
4. Developing knowledge of the local area
5. Hold a Senior First Aid Certificate

**Physical Requirements Of The Position**

*Physical fitness to be able to operate plant and equipment*

## GENERAL INFORMATION

This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.

In addition, due to the nature of work with this position and need for timeframes to be met, it is essential that the incumbent is flexible in being able to work when required, including attendance at non-business hours meetings, workshops and the like.

### Position Acknowledgement and Acceptance

Yes  No

Date \_\_ / \_\_ / \_\_\_\_

Vanessa Crispe

\_\_\_\_\_

Manager Infrastructure Services


  
\_\_\_\_\_  
Signature

17/06/2019  
Date

Denise Gobbart

\_\_\_\_\_

Approved by  
Chief Executive Officer

  
\_\_\_\_\_  
Signature

23/06/2019  
Date

*This position description will be reviewed annually as part of the annual performance appraisal process.*