

# POSITION DESCRIPTION



## POSITION DETAILS

<b>Position Title</b>	Waste Management Attendant
<b>Position Number</b>	-
<b>Department</b>	Corporate & Community
<b>Section/ Stream/ Unit</b>	Planning & Environment, Environment
<b>Classification</b>	Level A1 – A6, Queensland Local Government Industry (Stream B) Award – State 2017
<b>Reports To</b>	Environment Stream Leader

## POSITION OBJECTIVES

Undertake customer service, labouring and maintenance duties to deliver a high quality waste management service in accordance with environmental and waste management standards.

## KEY RESPONSIBILITIES

- Carry out labouring tasks relevant to the operation and maintenance of the site such as mowing, whipper snipping, spraying and control of pests, removal and disposal of loose litter.
- Safely operate and maintain a variety of commercial plant/ equipment and tools relevant to the work area.
- Provide onsite inspection and management of all materials entering the site.
- Cash handling, and accurate recording and receipting of monies.
- Record keeping of work completed, e.g. maintenance schedules, chemical usage, and waste quantities received at/ taken from the site.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

## POSITION REQUIREMENTS

### Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and which supports both professional and personal development.
- Demonstrated interpersonal skills and ability to contribute to a cohesive team environment and maintain positive relationships with internal and external stakeholders.
- Ability to carry out tasks requiring the application of basic numeracy, literacy, and verbal communication skills.
- Work effectively under regular supervision and exercise judgement in the planning of own work.
- Perform clearly defined and routine activities of a basic operational nature within set timeframes or deadlines.
- Basic knowledge, or ability to acquire knowledge, of Council's standard work practices, procedures, and policies relevant to the work area and application of same at all times.
- Ability to work in a physically demanding occupation, often in noisy conditions.
- Demonstrated experience in the effective operation and maintenance of relevant plant, equipment and tools.

### Qualifications, Training and Licences

- Unrestricted drivers licence – 'C' class.
- Work Safe in the Construction Industry Induction Certificate (White Card).
- ACDC/ Commercial Operator's Licence
- First Aid and CPR qualifications.

## **Desirable**

- Tertiary qualifications or undertaking formal qualifications relevant to the work area.
- Substantial experience relevant to the work area, preferably within a local government setting.
- Unrestricted drivers licence – ‘MR’ class or higher.
- Operator tickets and demonstrated experience operating same, e.g. Skid Steer, Loader.

## **WORK HEALTH AND SAFETY**

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.