

Position Description



Position Details

Position Title	General Hand - Waste Management
Job Location	Wylie Bay Waste Facility
Position Level	3
Department/Division	External Services – Sustainability & Resource Recovery
Reports to (Title)	Supervisor – Waste Management

Employment Type

☐ Full Time ☐ Part Time (*please specify hours*)

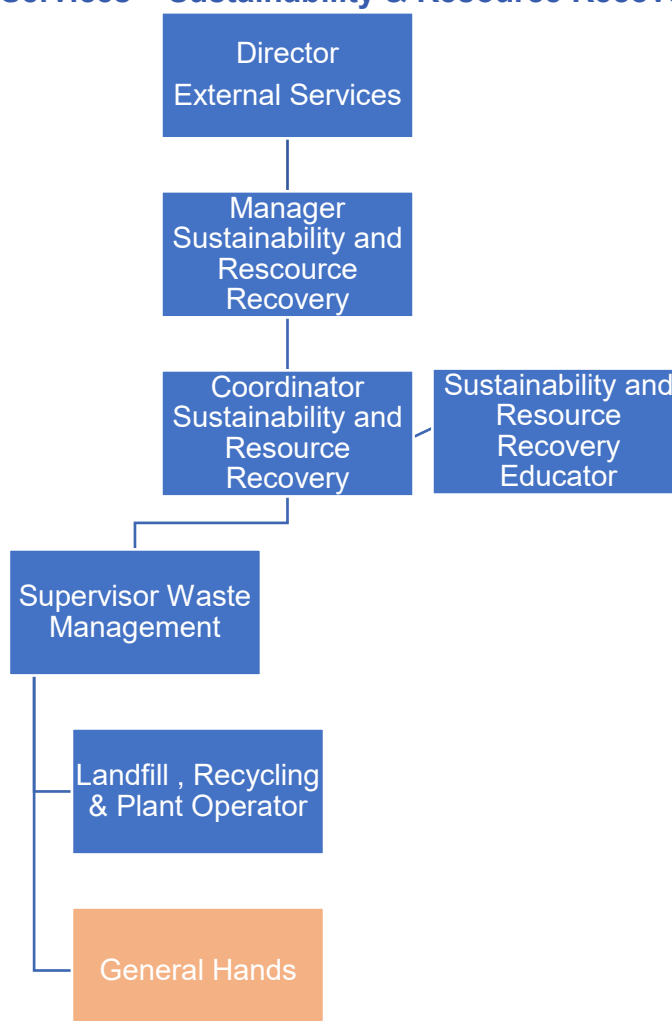
☐ Casual

Hours Per Week

Position Summary

To assist with providing an efficient and effective recycling operation and customer experience at Council's Wylie Bay Waste Management Facility.

Organisational Structure External Services – Sustainability & Resource Recovery



Specific Accountabilities of the Position

- Sorting of recyclables placed at recycling facility to set standard and classification, including removal of unsuitable materials and unscheduled recyclables prior to placement.
- Maintain general cleanliness of workplace including recycling conveyor, shed and surrounds.
- Assist in customer service and advising patrons in correct disposal of waste materials within Landfill Site as directed by the Waste Management Supervisor.
- Maintain appropriate documentation as directed by the Waste Management Supervisor (incident reports, timesheet etc).
- Maintain and operate POS, plant and equipment relative to position, in accordance with certifications held, and in liaison with the Waste Management Supervisor.
- Undertake rubbish collection duties within Wylie Bay landfill site confines as directed.
- Other duties and responsibilities as directed by the Waste Management Supervisor.

General Accountabilities of the Position

Workplace Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all WHS policies, procedures and practices.
- Perform as a team player and maintain a satisfactory level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always act in accordance with Council's Code of Conduct.
- The Chief Executive Officer, Directors, Managers, Coordinators and on site supervisors have additional responsibilities as defined in the Shires WHS Roles and Responsibilities Procedure and Workplace Health and Safety Legislation.

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

Selection Criteria

Essential

1. Demonstrated ability to work in a dynamic, fast-paced and challenging team environment.
2. Good communication and public relation skills.
3. Efficient and tidy work ethic with good time management skills
4. Demonstrated knowledge of Work Health and Safety requirements
5. Ability to work weekends on a rotational basis

Desirable

1. Experience working at a Recycling Facility or waste management environment.
2. Customer Service experience.
3. Current 'C' class driver's Licence.
4. Forklift High Risk Work Licence

Signature

Signature *Employee*

Name

Date

As representatives of the Esperance community, the Shire Council and staff are guided by the values of **PRIDE:**

Professionalism

Acting with integrity, showing respect for workmates and community members by responding to all communications in a timely manner, and demonstrating reliability and accountability through honesty.

Respect

Treating everyone with dignity regardless of your personal feelings. It is about listening to opinions, leading with kindness, and embracing diverse views, abilities and perspectives in the pursuit of higher value.

Integrity

Being honest, genuine and consistent in your dealings with everyone and taking ownership of your actions, good and bad – irrespective of whether anyone is watching.

Dedication

Going that one step further and being committed to achieving results, having pride in your work, supportive management and colleagues, and a culture of serving the community.

Excellence

Achieving consistent high standards.