

Position Title:	Waste Operator		
Position Code:	P098	Revised	21/03/2022
Award Classification:	Band:	1	Level: 2
Salary System Grade:	Grade:	2	Minimum Level: Entry
Approved:	Derek Finnigan		Date: 21/03/2022

Primary Purpose of the Position

To provide courteous and efficient Waste Operator services at the Muswellbrook Waste & Recycling Facility and the Denman Waste Transfer Station.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

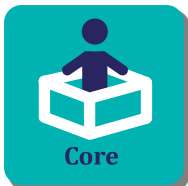
1. Operate Council's Public Weighbridge in accordance with the Protection of the Environment Operations (Waste) Regulation 2014 and National Measurement Institute requirements.
2. Serve customers, use EFTPOS and cash handling, issue receipts, conduct financial reconciliation procedures using basic computer software.
3. Identify acceptable waste, classify materials into waste streams and direct customers on placement. Maximise the recovery of recyclable material.
4. Assist customers with safe material disposal and with purchases from the Reuse Shop or mulch and woodchip stockpiles. Ensure all stockpiles are kept tidy and free from contamination.
5. Keep sites clean and tidy by removing litter and mowing and trimming areas when required.
6. Safely operate vehicles, plant and equipment in the landfill void and resource recovery areas in line with qualifications.
7. Comply with site security procedures ensuring devices are operational and armed as required.
8. Ensure compliance with WHS legislation and provide input to Council Risk Assessments, Safe Work Method Statements and follow operational procedures.
9. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework		
Group and Capability	Capability & Behaviour Descriptors	
	Ethical Behaviour - Be professional, ethical and demonstrate behaviour in line with Council's SPIRIT Values	- Behave in an honest, ethical and professional way, demonstrating Council's SPIRIT Values - Be aware of and follow relevant legislation and policy frameworks - Speak up against misconduct, illegal and inappropriate behaviour
	Effective Communication - Listen, interpret and convey information in a clear and respectful manner	- Explain things clearly and respectfully - Allow others time to speak, and actively listen to others - Approach conflict objectively, and refer to a supervisor where appropriate
	Collaboration - Work within a team environment, cooperate with others and consider the needs of others to achieve shared goals	- Participate as a supportive team member and work with other team members to achieve goals - Help other team members to share the load in peak work periods - Work together in challenging situations

Key Tickets, Qualifications and Other Skills

1. Proven numeracy and literacy levels associated with Year 10 Secondary Education, with demonstrated ability to complete forms, enter data and information into computer programs using Microsoft Office programs, as well as cashiering duties and basic receipting.
2. Certificate III in Waste Management, or minimum 12 months' proven relevant experience in waste management or landfilling, or ability and willingness to complete the course.
3. Ability to provide quality operations, ensuring facilities are well-managed and operated effectively and within safety guidelines to meet Council targets and achieve outcomes in line with NSW Environment Protection Authority requirements.
4. Hold current NSW WorkCover Construction Induction Certificate (White card).
5. Class C Drivers Licence or higher class.
6. National Measurement Institute Statement of Attainment in Weighbridge Operations or ability and willingness to complete the course.
7. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
8. Demonstrated Fundamental key capabilities as defined in the Key Capabilities Table (above).

Guide to entry and minimum requirements

The table below identifies the minimum entry level an employee will be placed on in Council's Salary System. Entry level is based on the skills, tickets and qualifications an employee possesses and Council's operational requirements. Progress within Council's Salary System is linked to competency achieved through the Waste Reuse Plant Operator Learning and Development Program and performance against Individual Work Plans and compliance with Council's values.

Minimum Entry Requirement			
Entry Level	Level 1	Level 2	Level 3
Key Tickets, Qualifications and other skills as described in Position Description	Full training program completion and accreditation in Conduct self propelled compactor (RIIMPO316E)	Full training program completion and accreditation in Conduct self propelled compactor (RIIMPO316E)	Full training program completion and accreditation in Conduct self propelled compactor (RIIMPO316E)
		Full training program completion and accreditation in Conduct civil construction wheeled front end loader operations (RIIMPO321E)	Full training program completion and accreditation in Conduct civil construction wheeled front end loader operations (RIIMPO321E)
			Full training program completion and accreditation in Conduct civil construction tracked front end loader operations (RIIMPO322E)

Notes:

Each column provides the focus of the tasks, skills and accreditation required at a minimum (entry) pay level within the evaluated Grade in the Salary System. Before achieving a level increase that is based on progress in skills and qualification either an internal or external assessment and/or accreditation is required for each level.

Staff required to act in a higher role e.g. Waste Reuse Plant Operator will be paid at the minimum level for that task.

Progression will be evaluated within the Waste Reuse Plant Operator Learning & Development Program. Progression will be dependent on organisational requirements.