

## Position Description

### Landfill Attendant

|                              |                                              |
|------------------------------|----------------------------------------------|
| <i>Directorate</i>           | Infrastructure Services                      |
| <i>Department</i>            | Waste Services                               |
| <i>Job Family</i>            | Labourer / Operational                       |
| <i>Reports to</i>            | Waste Coordinator                            |
| <i>Direct Reports</i>        | Nil                                          |
| <i>Indirect Reports</i>      | Nil                                          |
| <i>Location</i>              | Tom Price, WA / Paraburdoo, WA               |
| <i>Industrial Instrument</i> | Shire of Ashburton Industrial Agreement 2026 |
| <i>Classification</i>        | Level 2                                      |

## Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to the community.

## Values

|         |          |          |            |            |                    |
|---------|----------|----------|------------|------------|--------------------|
| Respect | Openness | Teamwork | Leadership | Excellence | Health & Wellbeing |
|---------|----------|----------|------------|------------|--------------------|

## About the Role

### Role Objective / Purpose

Frontline customer service for users of the Shire's waste facilities.

### Key Role Outcomes

In a frontline customer facing capacity, assist with the effective and compliant operation of Shire waste facilities, which may include, among other things:

- Greet, direct and facilitate payment for public use of waste facility;
- Assess user waste for compliance and eligibility for disposal of waste at facility;



- Address frontline queries from waste facility users;
- Record and report required data into Shire and Government systems (payment, waste type and volume);
- Clean and maintain indoor waste facility premise; and
- Alongside all other waste staff, always ensure the safety of facility users, the safe operation of Shire waste facilities, and the safety of staff and contractors.

## Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role, outline required outcomes, and set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

## Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which apply at all times, to all staff, in all roles.

| Competency                           | Required Level                                                                                                                                                                                                                                                                                         |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Health and Safety</b>             | <b>Intermediate:</b> Assists in the development of JSAs, SWMS, and other safety procedures for own work area. May coach newer or more junior staff in safety procedures. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal Legislation. |
| <b>Accountability</b>                | <b>Intermediate:</b> Works under general supervision up to limited supervision. Applies discretion in own task sequencing, may develop job specific systems to assist in the completion of allocated tasks. Received general direction and selective checking of work.                                 |
| <b>Judgement and Decision Making</b> | <b>Fundamental:</b> Work procedures generally well established. Decisions made impact on local work areas and team. Discretion applied within established                                                                                                                                              |



procedures. Judgement is limited to own work. May make simple recommendations within local work area.

|                             |                                                                                                                                                                                                                                                                        |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Time Management</b>      | <b>Intermediate:</b> Able to manage own workload and prioritise within usual work patterns.                                                                                                                                                                            |
| <b>Customer Service</b>     | <b>Intermediate:</b> Transactional style or routine interaction with members of the public involving known queries. The employee with reflect and always demonstrate the code of conduct of the organisation, its values and work with the highest level of integrity. |
| <b>Financial Management</b> | <b>Fundamental:</b> Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities.                                                                                                 |
| <b>Leadership</b>           | <b>Fundamental:</b> Extent of leadership is setting a positive example through ones own actions to influence peers and supervisors.                                                                                                                                    |

## Role Specific Competencies

These are the specific competencies required of the role.

| Competency                                  | Required Level                                                                                                                                                                              |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Problem Solving</b>                      | <b>Fundamental:</b> Able to solve minor problems that relate to immediate tasks. Solve problems in accordance with managerial directives, policies of Council and legislative requirements. |
| <b>Policy or Legislative Interpretation</b> | <b>Fundamental:</b> Apply procedures or work processes to own work.                                                                                                                         |
| <b>Conflict Resolution</b>                  | <b>Intermediate:</b> Able to handle a range of routine and usual requests from staff or members of the public and resolve                                                                   |



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minor differences of opinion and/or requiring further explanation.

**Communications Skills**

**Fundamental:** Can read and write English to an acceptable level for the workplace. Can follow written and verbal direction, safety instructions, and other workplace specific terminology. Major portions of the work are verbal rather than written. Considerate when dealing with others.

**Equipment Operation**

**Intermediate:** Uses handheld, powered and non-powered equipment. May use some ride on (non-specialised) machinery.

**Administration Skills**

**Intermediate:** Able to use software to complete more complex administration tasks.

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**Licenses, Registrations, Memberships or Qualifications Required of Role**

- Minimum C Class Driver's License.
- White Card

**Experience, Skills, Knowledge Required of Role**

- Previous experience in customer service role;
- Proficient in Microsoft Office Suite; and
- Ability to work autonomously.

**Confirmation**

I have received, read, and familiarised myself with this position description:

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_



Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.

