

POSITION DESCRIPTION		
	Position Title:	Resource Recovery Officer (SVA)
	Position Number:	P01063
	Directorate:	Community & Economy Services
	Service:	Resource Recovery & Waste Services
	Location:	Katoomba Waste Management Facility
	Date Created/Updated	03/09/2026
	Position Classification:	Band: (2)

Position Purpose/Objective

Carry out duties at Council's Waste Management Facilities in a safe, professional, and compliant manner. Contribute to a multi-skilled team environment that supports efficient operations and promotes Council's service standards through courteous, responsive, and effective customer service.

Relationships

Reports to: (Position Title)	Team Leader, KWMF
Report to: (Position Number)	P01070
Staff Responsibility:	N/A
Key Internal Relationships:	Team members and service leaders
Key External Relationships:	Customers and Contractors

Small Vehicle Area – Key Responsibilities

- Deliver day-to-day operational support to ensure efficient and effective service delivery within the Small Vehicle Area.
- Provide high-quality customer service in line with Council's customer service standards.
- Manage vehicle movements and traffic flow to maintain safe and efficient site operations.
- Inspect incoming loads to identify restricted materials, ensure correct waste classification, and direct customers to appropriate unloading areas.
- Identify potential asbestos-containing materials through visual inspection and/or testing using supplied equipment.
- Liaise with weighbridge staff regarding any uncertainties or concerns with load classification.
- Assist with operations in the Community Recycling Centre as directed.
- Operate the facility's forklift as required.
- Monitor material volumes across the waste bin area and the recycling and reuse storage sheds to support resource recovery outcomes.

- Participate in toolbox meetings and contribute to the review and improvement of work procedures.
- Follow all safe operating procedures and promptly report any hazards, unsafe equipment, or practices to the Site Leader.

Weighbridge Coverage – Secondary Responsibilities.

- Provide weighbridge coverage as required to maintain continuous facility operations.
- Operate the computerised weighbridge system, including processing transactions, issuing receipts, handling payments, and completing reconciliations.
- Ensure accurate data entry and documentation for all transactions.
- Verify customer compliance with facility entry conditions and requirements.
- Direct vehicles to appropriate areas of the facility based on load type and vehicle classification.

Guiding Principles

- We act as one organisation responding to the changing needs of our LGA and community.
- We are strategy-led, driven by our Community Strategic Plan with clear priorities and focus.
- We are service-focused; we continuously improve service provision and provide excellent customer service.
- We collaborate and work together to achieve our outcomes.
- We ensure safety and well-being are at the centre of our organisation, operations, and culture.
- We are a financially sustainable organisation, living within our means, ensuring best value resource allocation.

These Guidelines complement the Council's adopted Values of: Work Together; Work Safe Home Safe; Service Excellence; Value for Money; Trust and Respect; and Supporting Community.

Workplace Health & Safety

Ensure compliance with WHS obligations and responsibilities as outlined in Council's policies and procedures and under the relevant WHS legislation. These include but are not limited to: identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition, you are always required to comply with the Council's Asbestos Management Plan and Policy.

Compliance & Risk

Promptly report all hazards and incidents and comply with all safety requirements to always ensure the health and safety of yourself and others.

Communication

Given the high level of activity at the facility, operational communication must be short, clear, and accurate.

Judgement & Problem Solving

The position follows set procedures, as set out by the appropriate level of supervision, and works to an established operational program.

Authority

This position has the authority to reject customers from the facility due to non-compliance with the terms and conditions of the facility.

Skill, Experience, Qualifications & Behavioural Competencies

Essential Criteria:

- Must have a reliable form of transport.
- Construction Induction Certificate (White Card) issued post-2009.
- Commitment to providing professional customer service, including demonstrable negotiation skills
- Sound critical thinking and problem-solving skills.
- Strong verbal communication skills and the ability to produce clear, accurate written communication.
- Demonstrated ability to be flexible, enthusiastic and show initiative, work autonomously and in a team environment.
- Understanding and commitment to Equal Employment Opportunity principles, regular training and development
- Sound knowledge and commitment to Workplace Health and Safety procedures and principles.

Desirable Criteria:

- Asbestos Awareness certification.
- Traffic control certification.
- Current forklift ticket.
- Demonstrated ability to operate and maintain computerised recording systems
- Experience in cash reconciliation.

BMCC Positional Physical Demands Analysis

Position:	Resource Recovery Officer (SVA)		
Responsible Manager/Supervisor:	Program Leader WMFS (Kevin Heeley)		
Signature:		Date:	30/04/2026

Complete the physical requirements and working condition sections of the table below based on an employee's average daily exposure to the tasks listed. Ratings as follows:	Exposure Level	Rating
	No Exposure	0
	Low Exposure (0 – 2hrs daily)	1
	Medium Exposure (2 – 4hrs daily)	2
	High Exposure (4 – 8hrs daily)	3

PHYSICAL REQUIREMENTS							
Heavy Manual Tasks	1	Pushing loads > 5kgs	2	Frequent bending/ stooping	2	Sitting for extended periods	2
Light Manual Tasks	3	Pulling loads >5kgs	2	Repetitive Lifting	2	Standing for extended periods	3
Trunk Twisting	1	Extend arms for reaching	1	Elevating arms above shoulder height	1	Kneeling for extended periods	0
Climbing to access/ exit excavations	0	Throwing	1	Walking on uneven ground	1	Walking for extended periods	2
Balancing	1	Crawling	0	Hearing above the background noise	3	Depth Perception	3
Colour Vision	1	Fine Manipulation	1	Shovelling/Digging	1		

WORKING CONDITIONS							
PHYSICAL							
Inside Work	1	Outside Work	3	High Temperatures > 38deg	2	Low Temperatures < 3deg	2
Operating Machinery	1	Working Near Machinery	3	Working at Heights	0	Noisy Work Areas	3
Vibration	1	Confined Spaces	0	Prolonged Driving (periods > 2hours)	0	Working Alone	2
Overhead Work	0	Use of a computer for screen-based activities.	2	Prolonged Sitting (periods > 1hour)	2	Prolonged Standing (periods > 1 hour)	2

CHEMICALS				BIOLOGICAL			
Dusts	1	Liquids	1	Pesticide Spraying	0	Herbicide Spraying	0
Working with Solvents	1	Mists / Fumes	1	Possible exposure to Hepatitis A, B, C	2	Possible exposure to Tetanus	2
Gases/ Vapours	1	Odours	2	BIOMECHANICAL			
				Repetitiveness	3	Fatigue	1

ASBESTOS					
Asbestos Awareness	✓	None of the below			✓
Class B Asbestos Removal	x	Asbestos Removal and Supervision	x	Asbestos Assessor	x

USE OF PERSONAL PROTECTIVE EQUIPMENT									
Safety Boots/ Shoes	3	Dust Mask/ Respirator	1	Protective Eyewear	1	Earplugs/Muffs	1	Hard Hat	1

Provide a brief description of the job requirements:

Customer service on the weighbridge – includes sitting and using computerised systems.
 Customer Service in the Small Vehicle Area – Inspecting loads and managing waste loads and stockpiles.
 Housekeeping of Small Vehicle Area – Includes sweeping, organisation of Recycling Shed and Re-Use Shed, etc.
 Housekeeping of the CRC – Includes decanting oils, moving paints/batteries, and driving a forklift.