



Position Description

Position Title

Resource Recovery Site Officer

Position Number

10080

Division

Waste, Wastewater & Waste

Reports to

Site Supervisor, Lithgow Solid Waste Facility

Current Status

Permanent Full Time

Band/Level

Band 2 Level 1

Grade

9

Step

Entry – Step 4

Last Reviewed

August 2026

Conditions of Employment

The employee will work according to conditions provided under the *Local Government (State) Award* as varied from time to time, and the Council Policies/Systems including, but not restricted to:

- * Council's Salary Administration System
- * Council's Code of Conduct
- * Equal Employment Opportunity
- * Equity & Access to Training
- * Performance Appraisal

Work Health and Safety (WHS)

The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

Undertake customer service, load inspection, resource recovery and landfilling activities at Lithgow Solid Waste Facility and Resource Recovery Centre. Work within and contribute to a multi-skilled team that promotes council's service image by providing courteous, responsive and effective customer service. Operate site plant and equipment to provide an effective landfill and resource recovery service to the community.

Specific Duties and Responsibilities

Duties include the following:

- Screen customers and loads to ensure only authorised waste is delivered to site and customers are charged at the appropriate rate
- Direct traffic to appropriate areas of the site dependent on load type
- Identify asbestos containing materials through visual inspection or testing with supplied equipment
- Screen and record wastes received at the Community Recycling Centre
- Assist with separation of recoverable materials and ensure separated materials are managed in a safe and effective manner
- Site housekeeping including litter collection and keeping resource recovery areas tidy
- Follow safe operating procedures and report any unsafe equipment or practices to the Site Supervisor
- Operate site plant and equipment within competency/licensing level (e.g. water cart)
- Maintain basic service, site inspection and other records as directed
- Undertake minor maintenance and care of plant and equipment
- Participate in the review of all work procedures as directed and attend toolbox meetings as required
- Undertake relief work where required at the landfill and gatehouse
- Undertake relief work at other Council waste sites as required, including Portland Solid Waste Facility
- Participate in additional training
- Provide efficient and effective customer service
- Open and/or close the site as necessary
- Ensure that any workplace injury, incident or near miss is reported promptly in accordance with the adopted policies and procedures

- Actively implement Council's EEO policies and procedures to ensure there is no bias or unfair discrimination occurring in the provision of services to a diverse range of customers

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
 - Receive customers in a courteous and efficient manner
 - Record necessary information on entry and exit
- Complete Time Sheets / Leave Applications
 - Complete Time Sheets
 - Complete Leave Forms
- Work Health and Safety Responsibilities
 - Follow Council's WHS policies and procedures as instructed
 - Ensure their actions do not adversely affect the health and safety of themselves or any other person
 - Report all WHS hazards and incidents to their supervisor as soon as possible
 - Participate in all required WHS training
 - Follow all reasonable directions from supervisors, managers, and others in regard to safety
 - In consultation with relevant workers, ensure WHS risks associated with all stages of construction are assessed and WHS considerations are prioritised in all construction planning decisions, as far as reasonably practicable.
 - Ensure a Project WHS Management Plan is developed or reviewed by Council, for all projects valued at over \$250k.
 - Ensure current SWMSs are followed for all high-risk construction work.

Supervisory Responsibilities

This position has no staff supervisory responsibilities.

Signatures

I agree to the requirements of this Position Description.

_____ Employee	_____ Date
-------------------	---------------

_____ Supervisor	_____ Date
---------------------	---------------

_____ Manager	_____ Date
------------------	---------------

Selection Criteria

Essential

- Experience in the delivery of quality customer service to internal and external customers
- Experience in waste and resource recovery facility operations or similar
- Class C Drivers Licence
- Sound communication skills
- Demonstrated understanding of Work Health & Safety and Risk Management Responsibilities
- Proficiency in the use of a variety of computer applications
- Willingness to undertake additional training
- Demonstrated commitment to honesty and integrity
- Ability to work unsupervised and as part of a team
- Sense of civic pride/environmental responsibility

Desirable

- Competency in the operation of heavy plant including waste compactor, track loader, wheeled loader, excavator or similar
- Class HR drivers licence
- Asbestos awareness training
- Understanding of environmental issues and the role that a waste facility holds within the community.
- First Aid Certificate