



Position Description

Waste and Collection Operative

Our City

Situated 223kms from Perth, the City of Busselton is an important regional centre covering 1,454 square kilometres in the lower south west region of Western Australia. Our local government consists of approx. 500 employees proudly serving its fast growing community of approx. 45,000 residents.

Our Vision - Where environment, lifestyle and opportunity thrive!



Lifestyle

Our community is safe, welcoming and inclusive, with access to services and facilities to support good health and wellbeing.



Environment

Our environment is valued, conserved and able to be enjoyed by current and future generations.



Place

Responsible planning is helping the region to experience sustainable growth with retention and enhancement of our unique character, identity and lifestyle.



Opportunity

We have a vibrant and growing economy with diverse opportunities for everyone to learn, work and flourish.



Leadership

We actively engage with community to deliver visionary, collaborative and accountable leadership.

City Values

TRACE is our commitment to driving results and shaping a City where environment, lifestyle and opportunity thrive.

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E



Teamwork



Respect



Accountability



Customer
Focus



Excellence

Position Details

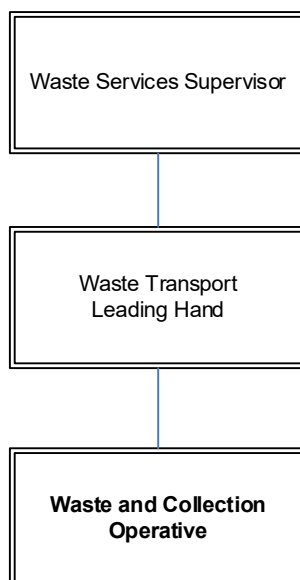
Title	Waste and Collection Operative
Position Number	551
Directorate	Infrastructure and Environment
Reports to	Waste Transport Leading Hand
Employment Type	Full time
Industrial Instrument	City of Busselton Industrial Agreement
Level	Inside Level 4/5

Position Overview

Summary of the key objectives of the position.

To provide high level and efficient services to the City of Busselton at the City's Waste Facilities and as part of the City's Waste Collection team.

Reporting Relationships



Key Duties and Responsibilities

Waste collection and bin servicing

- Work as part of the Waste Collection team to undertake waste collection runs. All bins to be collected on designated days or as requested by Leading Hand.
- Undertake bin servicing by presenting bins for collection, undertaking bin repairs and bin washing as required. Undertake any other bin servicing as required.
- Liaise with the Waste Transport Leading Hand about run designs, collection day schedules, and waste site tasks and overall service delivery.

Waste facilities operations

- Inspect loads of waste before, during and after tipping, report any asbestos and remove any contamination.
- Request asbestos contamination removal as necessary.
- Place recyclables inside prescribed containers.
- Provide support to and instruct/direct waste facility customers as required.
- Assist customers with recycling and waste disposal practices.
- Tidy up the site regularly.
- Establish and maintain pit excavations, batters, bund walls and face heights within licensed and acceptable limits.
- Push, compact and cover waste to maximise the life of the waste facility, and in accordance with the waste facility operation.

Gatehouse/Weighbridge operations

- Ensure the waste facility gatehouse and surrounds are maintained in a clean and tidy state.
- Ensure the gatehouse is open and closed in accordance with hours determined by the City of Busselton.
- Rigorously inspect incoming loads and direct vehicles to the correct areas for waste disposal.
- Accurately receipt incoming monies, reconcile all fees and balance daily the agreed cash float ready for banking. Ensure monies are kept securely.
- Communicate with the site Leading Hand before directing the disposal of hazardous and non-conforming wastes.
- Use gatehouse computer system for money/float undertakings and printing of weighbridge information dockets.
- Check emails as required.

Plant Operation, service and repair

- Operate the City's plant and machinery as required. Plant may include, but is not limited to: loader, compactor, light/medium/heavy commercial vehicles, waste collection trucks, stationary compactor, hydraulic tipping systems, pumps and small plant.
- Ensure that plant is operated to maximise its usage in an efficient, effective and safe manner, in line with manufacturers' operating instructions and in accordance with Waste Management.

Maintenance

- Carry out daily checklist in accordance with manufacturer's recommendations. Complete daily check list.
- Perform regular issue inspections of plant/equipment.
- Investigate any equipment failure/malfunction. Report any issues/faults to the Leading Hand.
- Perform scheduled preventative maintenance of plant/equipment i.e. greasing and washing.
- Report scheduled services, repairs and maintenance of plant and equipment to Leading Hand.
- Clean the inside of tipper body on a regular basis to ensure that it is kept in good working order and is in a hygienic condition.
- Wash and clean other equipment daily/as required.
- Store plant securely at the end of each day.

Team Participation

Be a proactive and positive member of the waste team, which includes:

- Taking care of own and others' safety by following safety procedures and instructions, wearing required PPE and reporting issues.
- Cooperating with, and gaining the cooperation of, other team members.
- Participating in problem solving, and conflict resolution within the team.
- Displaying a positive attitude and a commitment to building a positive team environment.
- Attending and participating in team meetings and discussions.
- Assisting with the planning and organising of resources.
- Participating in budget development as required.

Other Responsibilities

- Maintain relevant records as required.
- Prepare time cards in a timely and accurate manner.
- Work in accordance with established procedures.
- Ensure that all plant and materials are accounted for and kept secure. Ensure that lost property is reported immediately.
- Undertake additional duties as instructed which may include, but is not limited to, rubbish bin maintenance and cleaning.
- Assist in the delivery of City mobile garbage bins to streets, foreshores and parks.

Corporate Responsibilities

- Exercise Workplace Health and Safety responsibilities as detailed in the WHS Policy and associated operational practices, procedures and guidelines.
- Uphold the City's values and behaviours.
- Understand the principles of customer service and undertake duties and responsibilities in accordance with the City's Customer Service Charter.
- Exercise continuous improvement responsibilities as detailed in the Process Improvement Framework.

- Undertake duties and responsibilities in accordance with code of conduct, corporate policies, operational practices and work processes.

Role Specific Competencies

The ideal candidate will be able to demonstrate/or obtain the below competencies:

- Demonstrated previous experience in operating heavy trucks, plant and/or machinery in a similar waste management position, or a related field of work.
- Current HR class driver's licence (MC licence preferred).
- Able to work both autonomously and as part of a team.
- Prepared to work at various locations as required, including the Busselton Transfer Station and the Dunsborough Waste Facility, amongst other City facilities and locations.
- Able to work flexible hours including early starts, on weekends and public holidays, the occasional callout and / or overtime.

Authorities

This position operates under the limited direction of the Waste Transport Leading Hand within established legislative guidelines, policies of the Council and City Operational Practices and Procedures and guidelines.

This position may authorise purchases and certify invoices to the value specified in the Employee Purchasing Authority Limits OP.

Appointment Pre-requisites

- National Police Clearance not more than six months old.
- Proof of right to work in Australia.
- Current HR Drivers Licence (HC licence preferred).
- Construction Safety Awareness Card (White Card).

Pre-employment Medical Screening

The following pre-employment medical screening is required for this role. This will be organised by Human Resources with all associated costs covered by the City of Busselton:

- Basic medical assessment
- Functional capacity assessment
- WorkCover hearing test

After commencement, employees in this role are also offered the Hepatitis A/B vaccines due to potential exposure to contaminated materials. This is not mandatory and can be declined through completion of a waiver.