shire of Ashburton
opportunity to community

Position Description

Waste Operator

Directorate	Infrastructure Services
Department	Waste
Job Family	Labourer / Operational
Reports to	Site Supervisor (Pilbara Regional Waste Management Facility)
Direct Reports	N/A
Indirect Reports	N/S
Location	Onslow, WA
Industrial Instrument	Shire of Ashburton Industrial Agreement 2026
Classification	Level 4

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

Reporting to the Pilbara Regional Waste Management Facility Site Supervisor, this position is responsible for undertaking the town bin collection run and assisting with transfer station and landfill operations at the Pilbara Regional Waste Management Facility (PRWMF) site. The role supports the Transfer Station Operator and broader waste team through the safe, effective and compliant delivery of waste bin collection, waste acceptance and inspection, customer service, data recording, site maintenance and general operational duties, contributing to environmental

compliance, community service delivery and the safe management of waste services across the Shire.

Key Role Outcomes

In an operational capacity, assist with the effective, timely and compliant operation of waste bin collection, transfer station and landfill activities, which may include, among other things:

- Undertake the scheduled town bin collection run, including the safe and efficient collection of residential and commercial waste bins within the Shire;
- Operate specialised waste collection plant, including side and rear loader vehicles, in accordance with scheduled collection requirements and safe operating procedures;
- Assist with landfill and PRWMF site operations, including waste acceptance, placement, inspection, traffic management, housekeeping and general operational support as directed;
- Maintain and clean specialised waste collection plant;
- Responsible for the provision and repair of waste vessels and bins for residential and commercial users; and
- Alongside all other waste staff, always ensure the safety of road users, customers, staff and contractors, and support the safe and efficient operation of Shire waste facilities, including when operating high risk heavy plant on public roads, within the community and on Shire property.

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

Health and Safety	**Intermediate:** 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.
Accountability	**Advanced:** Manages and plans own work but may perform work under limited supervision or direction. Work projects may be managed by more senior decision makers. Implements tools to keep track of a wide range of tasks, priorities, and due dates. May supervise or direct work of others in a single business unit. Given broad direction and limited guidance with performance measured against objectives.
Judgement and Decision Making	**Intermediate:** Work process and procedures generally routine, with exercise of some discretion. Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for complex or intricate problems in own work area and external matters. May make decisions on use of resources which may impact outside the work area or on clients. Applies knowledge from a wide range of rules.
Time Management	**Advanced:** Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.
Customer Service	**Intermediate:** Transactional style or routine interaction with members of the public involving known queries. The employee will reflect and always demonstrate the Code of Conduct of the organisation, its values and work with the highest level of integrity.
Financial Management	**Fundamental:** Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities.

Leadership	**Fundamental:** 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
Problem Solving	**Advanced:** Solve problems where there is a lack of definition requiring analysis of several options, including new problems outside developed or learned skills and knowledge.
Policy or Legislative Interpretation	**Intermediate:** Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public.
Conflict Resolution	**Fundamental:** Able to work well with team members and demonstrate respect to peers.
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.
Administration Skills	**Intermediate:** Business level written and verbal language skills expected for most roles where a major portion of the communication is written. This includes the ability to use standard office programs, including formatting, spellcheck and use appropriate grammar. Able to resolve minor matters.

Equipment Operation	**Highly Proficient:** Operates heavy duty machinery requiring an appropriate license and specific training. This may include vehicles requiring a HR license.

Licenses, Registrations, Memberships or Qualifications Required of Role

- Minimum HR Driver's License;
  - White Card;
  - Front End Loader Ticket
  - Desirable – Previous experience operating Telehandlers;
  - Desirable – Previous experience operating Compactors;
  - Desirable – Experience operating dual control vehicle on public roads.

Experience, Skills, Knowledge Required of Role

- Proficiency in use of heavy plant on public roads
  - Microsoft Office suite (basic skill level)

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.