

POSITION DESCRIPTION



Position title	Regional Waste Management Facility Operator
Directorate	Technical Services
Designation	Level 5 (Municipal Employee) ASTC EA
Position number	P2363/P3008/P3029/P3031
Responsible to	Supervisor, Regional Waste Management Facility
Position status	Permanent Full-time
Position description approved	 Date: 19/12/2025

Primary Objective

Located at the Regional Waste Management Facility, the position will provide high level customer service to clients at the Rediscovery Centre and Weighbridge as well as contributing to recycling efforts within the municipality of Alice Springs.

Key Responsibilities

- Provide a high level of customer service, cash handling and effectively operate point of sale (PCS) systems at weighbridge and Rediscovery Centre.
- Assist with the collection of recyclable goods from stockpiles for the Rediscovery Centre.
- Actively participate in the sorting, display, marketing and selling of recyclable products at the Rediscovery Centre.
- Assist with customer enquiries, as well as inspect, assess and charge for loads at the weighbridge.
- Inspect loads at the transfer station in coordination with the weighbridge.
- Conduct equipment safe start-up (pre-check) and shut-down procedures as instructed.
- Keep accurate daily work records of moderate complexity, and report any issues including necessary repairs to the supervisor in a timely manner.
- Take reasonable care for your own health and safety, as well as that of others.
- Follow health and safety instructions and comply with relevant workplace policies, procedures, and emergency protocols.
- Use personal protective equipment and operate machinery, plant, and vehicles safely.
- Report hazards, incidents, accidents, and near-misses to your Manager/Supervisor promptly.
- Perform other duties within capabilities and/or consistent with the level of this position as required.

Qualifications

- Current National Criminal History check (less than 6 months old)
- Current C class driver's license to be able to drive in the NT.

Special Requirement

- Ability to work a 7-day rotating roster.

Selection Criteria

Essential

1. Demonstrated ability to operate a range of POS systems.
2. Ability to safely do physical work, outdoors in all weather. Demonstrate a clear understanding of the WHS requirements of the position.
3. Well-developed interpersonal skills, with the ability to provide a high level of customer service.
4. Intermediate computer literacy, numeracy and cash handling skills.
5. Ability to work independently and follow instructions.
6. Good understanding of waste management facility operations with the ability to effectively monitor the facilities' activities.
7. Demonstrated mechanical aptitude, able to competently conduct safety pre-start and shutdown procedures. Ability to identify and report safety and maintenance issues.
8. Ability to work in a cross-cultural environment.
9. Current C-class licence to drive in the NT

Desirable

1. Fork truck licence.
 2. Current LR/MR/HR licence to be able to drive in the NT
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ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____::FIRSTNAME:: ::LASTNAME::_____

Signature _____::SIGNATURE::_____ Date _____