Position Description

Position Title	**Waste Depot Attendant**		
Department	Waste, Recycling and Employment Initiatives	Position Number	WREI05
Grade	Grade 1	Location	Coonamble Waste Facility
Status	Permanent Full Time	Hours	38 hrs week / 76 hrs per fortnight
Reports to	Waste Team Leader	Industrial Instrument	Local Government Award (2026)
Date Revised	10/07/2026	Version Number	2
Direct Responsibilities	Waste and Recycling Operations		

Council's Vision

A prosperous and harmonious community, which enjoys a clean and healthy lifestyle with access to all services considered necessary in a modern society.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

To contribute towards providing of a cost effective, well managed and environmentally sustainable waste and resource recovery facility in line with EPA requirements.

Position Benefits

- Four (4) weeks annual leave per year.
- Adverse Working Conditions L2
- Employee Assistance Program (EAP).
- Uniform as per current policy.
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Superannuation paid by Council in accordance with legislative requirements.
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Key Responsibilities

WHS

- Ensure compliance with all WHS programs and procedures within position scope.
- Ensure safe work practices including the implementation of safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.
- Documented SWMS, risk assessments and other risk management documents.
- All accidents, incidents and near misses reported within correct timeframe.

General

- Provide excellent customer service to both internal and external customers.
- Implementation of Council's policies and procedures in conjunction with other departments.
- All procedures, process and behaviour comply with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties as directed by the Waste Team leader and/or Manager Waste, Recycling and Employment Initiatives.

Key Internal Relationships

Who	*Why*
Governing Body of Council	Provide members of the governing body with the information and advice necessary for informed decisions and the achievement of their civic duties, as approved by the Director or General Manager.
Executive Leadership Team	Collaborate with the Executive Leadership Team to ensure service continuity and compliance with all statutory and proclamation requirements.
Direct Reports	

Key External Relationships

Who	*Why*
External Stakeholders and Committees	Represent Council and inform of Council's position on matters of risk and business concern and assist with the achievement of positive outcomes within Council and government regulatory and policy frameworks. Set up, support, and manage relevant external committees and working groups, as approved.

Delegations

- N/A

Essential Requirements (Selection Criteria)

- Qualifications in an appropriate discipline or demonstrated experience in a similar role.
- Construction Induction (white) card.
- Australian resident or equivalent.
- Sound understanding of WHS requirements
- Demonstrated ability to plan work and think independently with a proactive approach to problem solving to achieve results, including applying knowledge and experience to tasks requiring interpretation and good judgement to resolving issues.
- Ability to establish and maintain effective working relationships, work independently with minimal supervision, and communicate effectively and contribute positively within a team environment.
- Well-developed communication and customer service skills, including the ability to provide and explain information and respond to customer queries.
- Ability to provide quality operations for waste and recycling, ensuring the Coonamble waste facility is well-managed and operated effectively and within safety guidelines to meet Council targets and achieve outcomes.

Desirable Attributes

- Safe work NSW Work Licences: Loader (LL): Forklift (LF): Excavator (LE)
- Confined Spaces Certificate

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	