



## CITY OF ALBANY POSITION DESCRIPTION WASTE FACILITY WORKER

### 1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance. We will commit to a culture of continuous improvement.
- **Accountable:** for our actions - This means we will be transparent in our decision making. We will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

### 2. POSITION IDENTIFICATION

<b>TITLE:</b> Waste Facility Worker	<pre> graph TD     A[Coordinator Waste Operations] --&gt; B[Waste Facility - Leading Hand]     B --&gt; C[Waste Facility Worker]           </pre>
<b>LEVEL:</b> Level 3, City of Albany Above Award Policy – Municipal Employees & <i>Municipal Employees (Western Australia) Award 2021</i>	
<b>DIRECTORATE:</b> Infrastructure, Development and Environment	
<b>REPORTS TO:</b> Waste Facility - Leading Hand	
<b>POSITIONS RESPONSIBLE FOR:</b> Nil	

### 3. POSITION OBJECTIVE

This position is responsible for working in a support role within the City of Albany to:

- Make a positive contribution to the waste facility function.
- Be a team player and always be on the lookout for how we can improve how we do things.
- Safely and responsibly operate plant and equipment and undertake manual tasks.
- Respect fellow staff and all members of the community.

#### **4. KEY RESPONSIBILITIES**

##### **Financial**

- Receive and receipt monies for waste services on a daily basis.
- Prepare and balance daily receipts.
- Operate waste facility point of sale program.

##### **General**

- Operate plant, equipment and electronic weighbridge responsibly and safely under the direction of your supervisor.
- Undertake manual tasks as required at the waste facility sites.
- Undertake weekend work as needed over a fortnightly roster.
- Assist in the receivables, transfer station and shop areas as required.

##### **Interpersonal Skills/Customer Service**

- Demonstrate excellent customer service and commitment to positive interactions with the public.
- Have your say at team meetings and be a constructive and positive team member.
- Show respect and courtesy to fellow staff and the public.
- Provide information on waste facility operations and recycling to customers.
- Models appropriate ethical behaviour in line with the City of Albany Employee Code of Conduct.

##### **Work Health and Safety**

- Keep your work site well organised and safe.
- Take reasonable care for own/individual health and safety and the health and safety of others, including implementing risk control measures within own/individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is essential to report all injuries, no matter how insignificant they may seem.

#### **5. REQUIREMENTS OF THE JOB**

##### **Skills**

- Demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Basic oral, written and numeracy skills.
- Basic computer skills.
- Basic understanding and use of email, internet and portable digital devices.
- Physical fitness capable of undertaking manual labour.

##### **Experience and Qualifications**

- 'C' Class Driver's Licence
- National Police Clearance
- Previous experience as a machine operator (Loader, Truck, Compactor) (desirable).
- Previous experience in the retail industry (desirable).
- Previous experience working at a waste facility or similar (desirable).
- Basic resuscitation first aid (desirable).
- Training in Asbestos handling (desirable).
- Other relevant accreditations, e.g. forklift (desirable).

- HR Class Driver's Licence (desirable).

## 6. **CERTIFICATION**

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
*(Please print)*

DATE: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
*(Manager or above) (Please print)*

DATE: \_\_\_\_\_



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- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

### 2. POSITION IDENTIFICATION

<b>TITLE:</b> Waste Facility Worker	<pre>graph TD; A[Coordinator Waste Operations] --&gt; B[Waste Facility – Leading Hand]; B --&gt; C[Waste Facility Worker];</pre>
<b>LEVEL:</b> Level 4, City of Albany Industrial Agreement 2023	
<b>DIRECTORATE:</b> Infrastructure, Development and Environment	
<b>REPORTS TO:</b> Waste Facility – Leading Hand <b>POSITIONS RESPONSIBLE FOR:</b> Nil	

### 3. POSITION OBJECTIVE

This position is responsible for working in a support role within the City of Albany to:

- make a positive contribution to the waste facility function;
- be a team player and always be on the lookout for how we can improve the way we do things;
- safely and responsibly operate plant and equipment and undertake manual tasks; and
- respect fellow staff and all members of the community.

## **4. KEY RESPONSIBILITIES**

### **Financial**

- Receive and receipt monies for waste services on a daily basis.
- Prepare and balance daily receipts.
- Operate waste facility point of sale program.

### **General**

- Operate plant, equipment and electronic weighbridge responsibly and safely under the direction of your supervisor.
- Undertake manual tasks as required at the waste facility sites.
- Undertake weekend work as needed over a fortnightly roster.
- Assist in the receivables, transfer station and shop areas as required.

### **Interpersonal Skills/Customer Service**

- Demonstrate excellent customer service and commitment to positive interactions with the public.
- Have your say at team meetings and be constructive and positive as a team member.
- Show respect and courtesy to fellow staff and the public.
- Provide information on waste facility operations and recycling to customers.
- Models appropriate ethical behaviour in line with the City of Albany Employee Code of Conduct.

### **Work Health and Safety**

- Keep your work site well organised and safe.
- Take reasonable care for own/individual health and safety and the health and safety of others, including implementing risk control measures within own/individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is essential to report all injuries, no matter how insignificant they may seem.

## **5. REQUIREMENTS OF THE JOB**

### **Skills**

- Ability to operate plant and equipment responsibly and safely.
- Thinks and acts with a long-term perspective, ensuring that plans and outcomes contribute to City of Albany priorities.
- Demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Relates well with others, listens, understands and adapts to different audiences.
- Basic oral, written and numeracy skills.
- Basic computer skills.
- Basic understanding and use of email, internet and portable digital devices.
- Physical fitness capable of undertaking manual labour.

### **Experience and Qualifications**

- At least 12 months experience working at a waste facility or similar.
- At least 12 months experience as a machine operator (Loader, Truck, Compactor)
- Basic resuscitation first aid
- Asbestos handling accreditation

- National Police Clearance
- Previous experience in the retail industry (desirable).
- HR Class Drivers Licence (desirable).
- Other relevant accreditations, e.g. forklift (desirable).

## 6. CERTIFICATION

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NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(Please print)

DATE: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(Manager or above) (Please print)

DATE: \_\_\_\_\_



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### 2. POSITION IDENTIFICATION

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<b>LEVEL:</b> Level 5, City of Albany Industrial Agreement 2023	
<b>DIRECTORATE:</b> Infrastructure, Development and Environment	
<b>REPORTS TO:</b> Waste Facility - Leading Hand <b>POSITIONS RESPONSIBLE FOR:</b> Nil	

### 3. POSITION OBJECTIVE

This position is responsible for working in a support role within the City of Albany to:

- make a positive contribution to the waste facility operations;
- be a team player and always be on the lookout for how we can improve the way we do things;
- safely and responsibly operate plant and equipment and undertake manual tasks; and
- respect fellow staff and all members of the community.

## **4. KEY RESPONSIBILITIES**

### **Financial**

- Receive and receipt monies for waste services on a daily basis.
- Prepare and balance daily receipts.
- Operate waste facility point of sale program.

### **General**

- To be able to operate plant, equipment and electronic weighbridge on a daily basis with limited supervision.
- May be responsible for a small work group's supervision and limited guidance as directed by your supervisor.
- Operate plant, equipment and electronic weighbridge responsibly and safely under the direction of your supervisor.
- Undertake manual tasks as required at the waste facility sites.
- Undertake weekend work as needed over a fortnightly roster.
- Assist in the receivables, transfer station and shop areas as needed.

### **Interpersonal Skills/Customer Service**

- Have your say at team meetings and be a constructive and positive team member.
- Show respect and courtesy to fellow staff and the public.
- Demonstrate excellent customer service and commitment to positive interactions with the public.
- Provide information on waste facility operations and recycling to customers.
- Model appropriate ethical behaviour in line with the City of Albany Code of Conduct.

### **Work Health and Safety**

- Keep your work site well organised and safe.
- Take reasonable care for own/individual health and safety and the health and safety of others, including implementing risk control measures within own/individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is essential to report all injuries, no matter how insignificant they may seem.

## **5. REQUIREMENTS OF THE JOB**

### **Skills**

- Ability to operate plant and equipment responsibly and safely.
- Thinks and acts with a long-term perspective, ensuring that plans and outcomes contribute to the City of Albany's priorities.
- Demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Ability to provide supervision and guidance to others.
- Relates very well with others, listens, understands and adapts to different audiences.
- Competent oral, written and numeracy skills.
- Competent computer skills.
- Competent understanding and use of email, internet and portable digital devices.
- Ability to work independently or as part of a team.
- Physical fitness capable of undertaking manual labour.



## Experience and Qualifications

- At least 2 years experience working at a waste facility or similar. or
- HR Class Drivers Licence.
- Basic resuscitation first aid
- Asbestos handling accreditation
- National Police Clearance
- At least 2 years experience as a machine operator (Loader, Truck, Compactor).
- Experience leading and supervising staff (desirable).
- Previous experience as a weighbridge operator (desirable).
- Certificate III in Waste Management or equivalent (desirable).
- Other relevant accreditations, e.g. forklift (desirable).

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<b>LEVEL:</b> Level 6, City of Albany Industrial Agreement 2023	
<b>DIRECTORATE:</b> Infrastructure, Development and Environment	
<b>REPORTS TO:</b> Waste Facility – Leading Hand <b>RESPONSIBLE FOR:</b> Nil	

### 3. POSITION OBJECTIVE

This position is responsible for working in an essential role within the City of Albany to:

- Safely and responsibly operate plant and equipment and undertake manual and administrative tasks;
- Provide coverage in the absence of the Leading Hand;
- Respect fellow staff and all members of the community.
- Demonstrate positivity and leadership within the waste facility operations.

#### **4. KEY RESPONSIBILITIES**

##### **Leadership and Management**

- Undertake staff management and implement training requirements including on the job, where required, and as directed by line manager (Leading Hand).
- May be required to perform duties associated with the Leading Hand position when directed such as when the Leading Hand is unavailable or on leave.
- Undertake the training and coaching of staff members in various workplace operations or equipment operations where suitably qualified and competent.
- Required to make technical and operational decisions related to own work.
- Demonstrate leadership and motivate the waste services team.
- Contribute positively and enthusiastically the Waste Facility Management Team.

##### **Financial**

- Receive and receipt monies for waste services daily.
- Prepare and balance daily receipts.
- Operate waste facility point of sale program.

##### **General**

- To be able to operate on a daily basis with limited supervision.
- Operate plant, equipment and electronic weighbridge responsibly and safely under the direction of your supervisor.
- Undertake manual tasks as required at the waste facility sites.
- Undertake weekend work as needed over a fortnightly roster.
- Assist in the receivables, transfer station and shop areas as needed.

##### **Interpersonal Skills/Customer Service**

- Demonstrate excellent customer service and commitment to positive interactions with the public.
- Resolve and or escalate customer complaints as required.
- Have your say at team meetings and be a constructive and positive team member.
- Show respect and courtesy to fellow staff and the public.
- Provide information on waste facility operations and recycling to customers.
- Model appropriate ethical behaviour in line with the City of Albany Employee Code of Conduct.

##### **Work Health and Safety**

- Keep your work site well organised and safe.
- Take reasonable care for own/individual health and safety and the health and safety of others, including implementing risk control measures within own/individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is essential to report all injuries, no matter how insignificant they may seem.

#### **5. REQUIREMENTS OF THE JOB**

##### **Skills**

- Thinks and acts with a long-term perspective, ensuring that plans and outcomes contribute to City of Albany priorities.

- Ability to operate plant and equipment responsibly and safely.
- Demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Relates very well with others, listens, understands and adapts to different audiences.
- Competent oral, written and numeracy skills.
- Competent computer skills.
- Developed understanding and use of email, internet and portable digital devices.
- Ability to work independently or as part of a team.
- Ability to train others in using plant and equipment relevant to this role.
- Physical fitness capable of undertaking manual labour.

**Experience and Qualifications**

- At least 3 years' experience as a machine operator (Loader, Truck, Compactor) or at least 3 years' experience working at a waste facility or similar.
- Experience leading, motivating, and supervising staff.
- Demonstrated experience as a weighbridge operator.
- HR Class Drivers Licence.
- Basic resuscitation first aid.
- Asbestos handling accreditation.
- National Police Clearance.
- Certificate III in Waste Management or equivalent (desirable).
- Other relevant accreditations, e.g. forklift (desirable).

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