

Waste Depot Attendant



Division	Community Utilities
Group	Utilities Operations - Waste Services
Section	Utilities Operations - Waste Services
Reports to	Waste Transfer Station Team Leader
Direct reports	Nil
Grade	B

Position Purpose

To undertake all waste operational tasks on an 'as needs' basis, however will primarily include the operation of Waste Transfer Stations.

Core Functions

Transfer Station Operation

- To operate transfer station including 'WasteMan' computer software.
- To ensure all fees collected are reconciled.
- To ensure loads are inspected correctly and waste data recorded accurately.
- To operate all plant and equipment associated with the transfer station as directed.
- To ensure the transfer station is maintained in a clean and tidy condition.
- To control and monitor transfer bins and notify waste contractors when bins require emptying.
- To control and monitor recyclables and other recovered materials and notify waste contractors when materials require collection.
- To ensure the green waste area is maintained in tidy condition and ensure no contaminants in green waste stockpile.
- To ensure the scrap metal area is maintained in tidy condition and ensure no contaminants in scrap metal stockpile.
- To ensure all stockpile areas are maintained in tidy condition and ensure no contaminants stockpile.
- To ensure the proper segregation of recyclables and recoverable resources from wastes.
- To ensure the storing of hazardous wastes are in accordance with council and SafeWork NSW requirements,
- Undertake weekly or monthly inspections of site in accordance with the site Operational Environmental Management Plan (OEMP).
- To provide general waste advice to customers.
- Any other related duties as directed.

Weighbridge Operation

- To operate the Cairncross / Kingfisher weighbridge including 'WasteMan' computer software,
- To ensure all fees collected are reconciled,
- To ensure loads are inspected correctly and waste data recorded accurately,
- To administer the operations of the weighbridge shed and ensure weighbridge shed is maintained in a clean and tidy condition,
- To control and monitor transfer bins and notify waste contractors when bins require emptying.
- To provide general waste advice to customers.
- Any other related duties as directed.

Essential Requirements

- Minimum Class C Drivers Licence.
 - Demonstrated communication skills in both receiving and issuing instructions.
 - An understanding of the fundamental elements of the Work Health & Safety Act & Regulations.
 - Basic computer skills, including the ability to reconcile cash receipts and accounts.
 - Demonstrated skill in interpersonal relations particularly in dealing with members of the public, customers and employees.
 - Ability to work an irregular roster including Public Holidays.
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Our values

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values-based behaviours will form the basis for individual employee performance assessments.

We value

People

We respect all our people in their diversity, keep them safe and empower them to achieve their potential.

To live this value we:

- Seek to understand one another and our differences.
- Work in a safe manner and prioritise the safety of others.
- Support others when they need help or encouragement.
- Recognise the contributions and achievements of others.

Service to our community

We take pride in our meaningful work – serving all who live and work in and visit our community.

To live this value we:

- Put the community at the centre of everything we do.
- Treat everyone with the utmost respect.
- Act with patience and understanding.
- Are purposeful in building a better community.

Excellence

We have high standards and work with diligence and integrity, mindful of the impact of our actions.

To live this value we:

- Work and lead by example.
- Take responsibility for the quality of our work.
- Follow the law, rules, policies, guidelines, and the Code of Conduct.
- Constantly improve us, our work and our community.

Respectful and open communication

We engage with everyone thoughtfully and honestly.

To live this value we:

- Are truthful in all our interactions.
- Consider how our communication might affect others.
- Share information that might be useful or important to others.
- Listen to others with an open mind and ask questions when we don't understand

Working together as one

We collaborate and work together in our teams and across teams – united and connected.

To live this value we:

- Support our colleagues to help them succeed.
- Contribute to the success of our team.
- Collaborate with other teams and with stakeholders to achieve the best results.
- Support the organisation to achieve its goals.

Corporate responsibilities

Risk



- Actively identify and manage risks to support the safety of yourself and others, and safeguard Council's assets, reputation, and operations.
- Promptly report any new risks, incidents, or concerns to your manager.
- Conduct risk assessments diligently and responsibly, following Council's policies and procedures.

Conduct



- Comply with Council's code of conduct, policies and procedures.
- Undertake duties within allocated delegations.
- Identify and report any potential discriminatory or inappropriate behaviours.
- Attend and actively participate in training programs.
- Work collaboratively fostering a positive workplace culture.

Health, safety & wellbeing



- Take reasonable care for our own health and safety.
- Take reasonable care that our acts or omissions do not adversely affect or risk the health and safety of other workers.
- Comply, so far as reasonably able, with any reasonable instruction given to allow compliance with WHS legislation.
- Understand and comply with our policies and procedures relating to health and safety in the workplace.
- Immediately report all safety incidents and enter them into the Safety Reporting System.
- Our supervisors induct new workers on safety policies and procedures relevant to the role and site.

Document endorsement

People, Safety & Performance	Name	Date
Group Manager Acting Utilities Operations	Name Scott Bradshaw	Date 04/08/2022
Director Community Utilities	Name Jeffery Sharp	Date 04/08/2022

I have read and understand the contents of the position description and acknowledge that this is intended to be a general description only which may evolve and change over time in response to changing strategic and operational requirements.

I will comply with all responsibilities and behaviours and undertake the core functions of the role as described noting that this is not intended to be interpreted as an all-inclusive list of the position tasks.

Employee name	Employee signature	Date