

POSITION DESCRIPTION

Position:	Waste Facility Attendant – General Hand
Department:	Technical Services
Location:	Waste Transfer Station – Gibbs Road
Reports To:	Leading Hand – Waste Transfer Station
Supervises:	N/A
Hours of Work:	76 hours/9-day fortnight (operates on a 7-day roster)
Employment Status:	Continuing Employment – Full Time
Stream/Level:	Level 4/4A – Shire of Collie Enterprise Agreement

PRIMARY PURPOSE

To ensure that the Shire's Waste Facility is operated and maintained safely and efficiently and provide a high level of customer service.

KEY TASKS – DUTIES/RESPONSIBILITIES

- Work under limited supervision either individually or in a team environment on a range of projects.
- Responsible for the quality and standard of work.
- Maintain the Transfer Station and Council infrastructure to a high standard by completing works efficiently and effectively.
- Responsible for materials, tools, equipment, vehicles, and plant in the employee's use and used by others under their supervision.
- Oversee, direct, and control the disposal of refuse by the public at the Transfer Station.
- Clean up litter around the site, including tip access roads, perimeter drains and portable fences on a weekly basis.
- Operate machinery around the tip area as required. Machinery to be operated includes, but not necessarily limited to, medium rigid truck and loader.
- Collect appropriate tipping charges at the weighbridge.
- Ensure the operations of the Collie Waste Transfer Station are in compliance with the requirements of Council and all licence conditions are adhered to for the site.
- Prevent illegal scavenging from occurring on site.
- Perform all tasks in a safe and positive manner protecting himself/herself, workmates and the public from injury or ill health. Including using safety equipment and clothing provided (PPE).
- Ensure all facilities are kept safe and secure including locking all gates and doors and setting security at close of work.
- Undertake construction and maintenance activities (Across whole Department) as requested in accordance with relevant service standards, Acts and Codes of Practice.
- To safely operate and maintain machinery and plant allocated to the position.
- To provide excellent service to all internal and external customers.
- Carry out any other duties as may be required by the Leading Hand, Supervisor and/or Infrastructure Manager.
- May from time to time be responsible for the supervision and limited guidance of a small work team.

Personal Qualifications	
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Training and experience operator skill level medium high. • Multi-function plant and equipment knowledge. • Operate machine maintenance and set up. • Basic understanding of quality control techniques. • Sound knowledge of Council safety policy requirements as they relate to the job being undertaken. Ensure that safe work practices are adhered to. • Good written literacy and numeracy skills.
Qualifications	<ul style="list-style-type: none"> • Current valid licence and HR class licence. • Good Communication skills. • Safety Awareness Card.
Decision Making & Problem Solving	<ul style="list-style-type: none"> • Problems at this level require employees to discuss solutions with their Leading hand, Supervisors or Operations Manager. • Discuss technical and operational decisions relating to personal work and safety and safety of the public with their Leading Hand, Supervisor or Operations Manager.
Training	<ul style="list-style-type: none"> • Willingness and aptitude to undertake further training and professional development to keep abreast of latest technology and practices.
OHS	<ul style="list-style-type: none"> • Contribute to and provide leadership in the delivery of the Council's Safety & Risk Management Plan. • Operate in compliance with OSH&S legislation, regulations, practices and standards. • Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.

REMUNERATION PACKAGE	
Position	Waste Facility Attendant/General Hand
Employment Category	Continuing Employment – Full Time <i>Clause 7.3.1 Shire of Enterprise Agreement 2017</i>
Hourly Rate	\$28.23 per hour (min) up to \$28.97 per hour (max)
Employment Conditions	Successful applicant must provide vaccination status before commencing.
Superannuation <i>Employer Superannuation Contribution: depending on employee contribution up to an additional 8% (total contribution 18%)</i>	10% SGC Superannuation (Compulsory) Additional Superannuation (Optional) Additional Superannuation is optional and can commence at any time. Matching contributions by Council up to 8% subject to salary sacrificing contributions by the Employee (as per the Shire of Collie Collective Agreement 2017 Clause 9.7).

Allowances	<p>Service Pay – Commencement at the end of the first year of service @ \$18.00 per fortnight with yearly increment up to 10 years' service as per Clause 14.1 Shire of Collie Enterprise Agreement 2017).</p> <p>Industry Allowance - \$52.27 per fortnight as per Clause 13.1 Shire of Collie Enterprise Agreement 2017.</p> <p>Housing Allowance - \$20.00 per fortnight for employees who reside within the Shire of Collie as per Clause 13.12 Shire of Collie Enterprise Agreement 2017.</p>
Uniform	As per Clause 10.4 – the employer will provide five (5) long sleeve shirts and three (3) pants per person, plus jacket and safety boots.
Staff Discount Scheme	As per Clause 12.1 Shire of Collie Enterprise Agreement 2017 Employees will receive a 100% discount, and their spouse and dependants under the age of eighteen (18) with a 50% discount to all Recreation facilities including the Shire of Collie Swimming Pool and all Shire of Collie run programmes at Roche Park Recreation Centre.
Annual Leave	4 weeks Annual Leave per annum plus leave loading of 17.5% as per clause 17 Shire of Collie Enterprise Agreement 2017.
Public Holidays	As per Clause 25.2 of Shire of Collie Enterprise Agreement 2017 employees are entitled to Two (2) additional days being the Tuesday following Easter and the day following New Year's Day are available per annum to each Employee.
Location	Shire of Collie Waste Transfer Station Gibbs Road COLLIE WA 6225
Hours	76 hours/9-day fortnight (operates on a 7-day roster) 1 RDO per fortnight.
Start Date	To be confirmed
Reports To	Leading Hand – Waster Transfer Station