

Position Description



Position Title	Resource & Waste Facility Attendant
Department	Operations
Reports to	Relevant Supervisor
Grade	4
Date reviewed	December 2019

Primary Purpose

The **Resource & Waste Facility Attendant** is a multidisciplinary role within the Resource and Waste Management Team which assists in facilitating the smooth operation of Council's resource and waste facilities and services throughout the region.





The incumbent will contribute to Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

Key Accountabilities

- Contribute to the effective delivery of resource and waste services to the community in accordance with agreed performance standards
- Facilitate accurate screening and sorting of incoming waste to minimise quantities directed to the landfill and ensure that all materials are deposited in site specific locations
- Promote best practice methods in waste management to the public in a friendly cooperative manner
- Maintain accurate Council records including timesheets and report operational issues to supervisor including any infringements to Council's policies and procedures
- Contribute to tool box talks as required and follow written and oral instructions
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

The employee is required to undertake any other duties, projects or tasks as directed by the Supervisor, which are within his/her skills, competence and training.

Position Capabilities

Capability Group	Capability Description	Level
 <p>Personal Attributes</p>	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Intermediate
 <p>Relationships</p>	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Foundational
 <p>Results</p>	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Foundational
 <p>Resources</p>	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Foundational

Essential Criteria

1. NSW White Card (Construction Induction Card)
2. Proven communication skills with the ability to provide excellent internal and external customer service
3. Proven physical fitness to perform the inherent requirements of the role
4. Demonstrated ability to carry out general laboring/maintenance repairs
5. Demonstrated basic administration and computer skills to be able to complete forms, timesheets and other Council records
6. Current First Aid Certificate
7. Current Class C drivers licence.

Desirable Criteria

1. Certificate III in waste management or demonstrated experience in waste management operations
2. Demonstrated competency in a range of plant including, Skid Steer Loader, Front End Loader and Back-Hoe
3. Traffic Control Licence

4. Hepatitis and Tetanus Vaccinations or willingness to obtain

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date