

**Temora Shire Council**

ABN: 55 048 860 109

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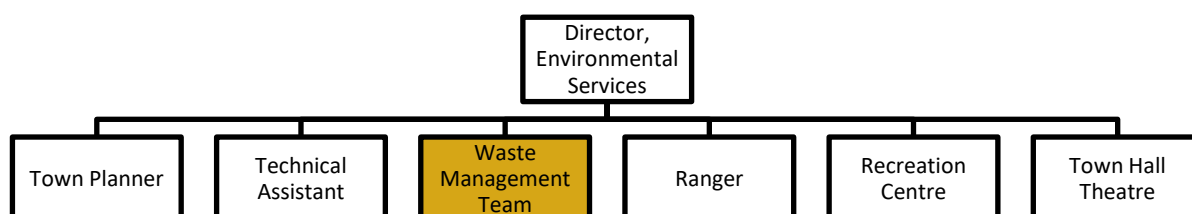
Email: temshire@temora.nsw.gov.au

**Position Description
Waste Management Officer**

DOC-BUS-HRPD-317

Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.

POSITION: Waste Management Officer
SECTION: Environmental Services
SUPERVISOR/ Director, Environmental Services
MANAGER:
ENTRY LEVEL: Grade 1
HOURS OF WORK: CASUAL

ORGANISATIONAL CHART**POSITION OBJECTIVES**

The Waste Management Officer position is delivery focused within the Environmental Services Department of Council. This position will greet visitors and contractors and supervise landfill site operations as well as general labouring duties on site.

ROLE RESPONSIBILITIES

General Duties

- Supervision of land fill sites operations
 - Assess loads
 - Use software/receipting system to categorise and quantify waste accepted
 - Apply fees and charges as per schedule/policy
 - Cash and eftpos collection and receipting
- General maintenance of the land fill site, including but not limited to recycling separation & processing, litter picking, sweeping, weeding and spraying etc
- Supervision of the Community Recycling Centre operation (CRC) including weekly reporting & Centre logistics management.
- Receive DrumMuster training and carry out all regulatory & reporting functions to enable the efficient operation of the program
- Other duties as required and directed by the supervisor

Safety

- Ensure compliance with Risk Assessments, Safe Work Method Statements (SWMSs), other WHS and NSW SafeWork requirements
- Act responsibly to ensure the safety of yourself, other staff and members of the public in accordance with council policies, procedures and applicable legislation
- Compliance with Council protective clothing policy Eg Steel Toe-Capped Boots, Long Sleeve Shirts, Long Pants, Sun Protection, etc
- Use PPE where required e.g. hard hats, glasses, ear protection
- Participation in councils immunization program which may include Hepatitis A & B and Tetanus.

CORPORATE ACCOUNTABILITIES

- Comply with the Local Government Act 1993, Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate a commitment to Equal Employment Opportunity Principles.
- Employees shall demonstrate Council Values within the workplace.

CORPORATE VALUES



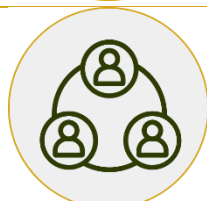
WE WILL MAKE THE BEST DECISIONS WE CAN

- **Leadership and respect** - act decisively with knowledge and courage in the best interest of our community
- **Integrity and transparency** - act honestly and openly in all our dealings with a view to make ethical and equitable decisions



WE WILL ACT WITH THE COMMUNITY AS OUR PRIMARY CONSIDERATION

- **Community focus** - engage with our community to provide services that respond to community needs
- **Future custodianship** - always act with the consideration of the impact of our actions on future generations



WE WILL VALUE THE VIEWS AND INPUT OF OTHERS

- **Teamwork and cooperation** - work together with open communication to achieve a common goal by sharing knowledge and supporting each other
- **Effective partnerships** - treat everyone with respect by being inclusive, non-judgmental, and by valuing diversity



WE WILL MAXIMISE OUR OPPORTUNITIES

- **Innovation** - encourage creative thinking and innovation based on detail knowledge and accept that bold actions carry a degree of risk
- **Continuous improvement** - always strive to achieve our goals more efficiently through improvements in process or new technology

PHYSICAL CAPABILITIES

The incumbent may be required to:

- Perform in an accurate and timely manner lifting, push/pull, reaching, grasping, fine manipulation tasks.
- Travel by car (including drive a company vehicle) in accordance with Council Fatigue Management Procedure.

ESSENTIAL CRITERIA

- Demonstrated experience in customer service
- Safe Work Construction Induction Card (White Card)
- Willingness to work outdoors with ability to partake in physical tasks
- Demonstrated experience in following written and oral work instructions
- Sound Communication and Interpersonal Skills
- Sound literacy and numeracy skills
- Understanding of Work Health and Safety (WHS) issues applying to workplaces, and Council policies and procedures.
- Ability to work unsupervised

DESIRABLE CRITERIA

- Forklift licence
- First aid certificate