

Position Description

A. POSITION PROFILE

Position:

**Waste Facility Attendant/Relief
Waste Collection Operator**

Position Evaluation:

Award: Band 1 Level 4

Salary System Grade: 7

Conditions of Employment:

*Australian Citizen or Right to Work in Australia
Local Government (State) Award
Permanent Full-time*

Additional Benefits:

Nine Day Fortnight

Position Occupant:

Vacant

Department:

Regional Services - Cootamundra

Section/Group:

Operations

Location:

Cootamundra ☒

Gundagai ☐

Direct Supervisor:

Co-Ordinator Community Services

Number of Staff Supervised by this position:

Nil – Occasional contractors

B. STATEMENT OF FUNCTION

Actively participate in all landfill operations to ensure activities are conducted in accordance with EPA requirements, landfill licence conditions, and waste minimisation guidelines.

Operate waste collection equipment and plant to deliver waste collection and recycling services as directed by the Supervisor.

C. KEY RESPONSIBILITIES

1. Ensures waste collection plant is operated effectively and efficiently to achieve Council's goals and objectives.
2. Ensures plant and equipment is maintained and operated in a safe manner following safe work method statements and manufacturer's instructions.
3. Ensures plant is correctly and securely loaded to weight and safety limits and operated according to road regulations.
4. Understand and comply with Councils Waste collection plans and waste management policies and procedures.
5. Ensuring the landfill operational outcomes are achieved within specified environmental and regulatory guidelines.
6. Undertake tasks within the work areas of the weighbridge, transfer station, storage, and processing areas as required.
7. Participate in the processing of materials like compost, green-waste, concrete, etc.

D. DUTIES

1. Operate waste collection plant to provide reliable waste and recycling collection services for town and village residents.
2. Identify and report any damage of Council assets to management.
3. Notify residents of non-compliant recycling practices through a bin tagging system.
4. Use and maintain tools and equipment effectively to complete tasks efficiently.
5. Attend to repairs, maintenance and cleaning of Council waste assets as required.
6. Complete required workplace records.
7. Undertake training to update, maintain and advance personal skill levels and in compliance with relevant workplace legislation.
8. Respond to inquiries from community members and provide information within scope of responsibility.
9. Operate the weighbridge ensuring all waste items are captured correctly using the weighbridge software.
10. Maintain waste depot green waste, commercial and industrial waste tipping zones.
11. Arrange all processing of recyclables, sales, and distribution of 2nd hand materials as and when required.
12. Arrange all associated tests as required by the EPA license conditions and ensure the landfill is operated in accordance with EPA conditions.
13. Organise waste treatment processes such as green waste shredding, concrete crushing.
14. Manually contribute to the Community Recycling Centre (CRC) shed and all its components and arrange collection as required.
15. Liaise with contractors and public to promote correct waste disposal practices.
16. Sort through the drop zones, removing all non-compliant materials and materials suitable for recycling into their relevant storage areas.
17. Ensure the landfill grounds are free from litter and other sorts of contaminates.
18. This position may require work activities to be carried out on weekends and public holidays.
19. Carry out any other duties that are within the limits of the employee's skill, competence and training.

E. ESSENTIAL CRITERIA

1. Driving Licence Class HR (Heavy Rigid)
2. Demonstrated experience in tip truck operations, maintenance and general labouring (minimum two years preferred).
3. Experience in operating load shifting and earthmoving equipment.
4. WHS Construction Induction (NSW White card).
5. Basic Literacy, Numeracy, keyboard and computer skills.
6. Demonstrated interpersonal and communication skills in the workplace and public environments.
7. Proven ability to work effectively autonomously and in a team environment.
8. Knowledge and understanding of waste collection practices.
9. Experience in landfill operations, waste minimisation and recycling.
10. Experience driving dual control vehicles.
11. Working knowledge of roles and responsibilities under the Work Health and Safety Act 2011 (NSW) and Work Health and Safety Regulation 2025 (NSW)

F. DESIRABLE CRITERIA

1. Awareness of hazardous materials and substances.
2. Qualified in Asbestos disposal procedures.
3. Level 1 chainsaw
4. Current First Aid Certificate.
5. Experience in cash handling/receipting.