

POSITION DESCRIPTION



Title:	Municipal Waste Officer
Position Number:	Multiple Positions
Classification:	Band 3
Directorate:	Infrastructure
Department:	Resource Recovery
Award:	Greater Shepparton City Council Enterprise Agreement / Victorian Local Authorities Award 2001
Incumbent:	Vacant

ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader – Resource Recovery
Direct Reports:	▪ Nil
Primary Internal Relationships:	▪ Team Leader – Resource Recovery ▪ Manager – Resource Recovery ▪ Resource Recovery Services Staff ▪ All Staff
Primary External Relationships:	▪ Citizens ▪ Contractors ▪ Suppliers

POSITION OBJECTIVES

Monitor waste deliveries to Council's waste facilities, charge the appropriate rate, direct the public during tipping operations and to ensure waste and recyclable products are appropriately recovered and separated from customer deliveries.

Work from any Council operated Resource Recovery Centre or Landfill based on operational and/or management requirements.

KEY SELECTION CRITERIA

- Basic computer skills and the ability to accurately maintain records.
- Experience, knowledge and understanding of Waste recycling programs and the ability to differentiate between metals.
- Competency Certificate in plant operation, including experience with power tools.
- Customer service skills including the ability to communicate effectively with internal and external customers.
- Ability to demonstrate a commitment to Occupational Health and Safety and implement safe work practices and procedures at all times.

KEY RESPONSIBILITY AREAS

- Responsible for the assessment of waste load sizes and contents.
- Ensure daily sales are entered accurately and efficiently.
- Recording waste load amounts and types on a computer.
- Maintain quality records of product salvaged, sold and money taken.
- Implement Council's recycling and landfill diversion programs.
- Will be required to exercise discretion within standard practices and processes, undertaking and implementing quality control measures.
- Maintain a high standard of house-keeping at Resource Recovery Centres.
- Demonstrate a commitment to Occupational Health and Safety.
- Minimise cross contamination of waste products by correctly sorting and clearly directing all customer deliveries.
- Use existing and new introduced technology as part of the daily requirements for the Resource Recovery operation.
- Regularly consult and communicate with Supervisor, team members and other Operations staff, contractors, clients, customers and all residents and ratepayers as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position is accountable for:

- Effectively implementing relevant work programs.
- Adherence to all relevant Council policies and procedures.
- Complying with the Council's Occupational Health and Safety management system.
- Undertaking all relevant OH&S training which has been organised.
- Personal issued uniform and PPE to be maintained in a clean and presentable condition at all times.
- Correct use and maintenance of all equipment, plant and machinery.

This position has the authority to:

- Undertake the tasks and responsibilities of the role within the scope of relevant legislation, statutory requirements, assigned delegations and Council policies and procedures.

Judgement and Decision Making

- The use of resources.
- The selection of work practices and procedures appropriate and relevant to the job.
- Resolving issues as they arise.
- Advising management about issues, which need specialist attention.

Multiskilling and additional duties

- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.

SKILLS AND KNOWLEDGE

Specialist Skills and Knowledge

- The ability to distinguish between differing metals and to recognise recyclable items.
- Time management taking into consideration that Resource Recovery Centres operate over a 7 day period and exhibit an ability to work within expected time frames.
- Continuous improvement in performance and productivity.
- On-going personal and professional development.

Management Skills

- Ability to manage own time and work program to deliver the required outcomes of the position with the understanding that guidance is always available.

Interpersonal Skills

- Must have effective communication skills, both oral and written as well as problem solving skills relevant to the position.
- Be committed to effective quality service.

- Be a committed team player.
- Have the ability to work effectively and successfully with a wide range of people from diverse backgrounds and groups both internally and externally.
- Have a positive and professional presentation.
- Have a commitment to continual improvement.
- Be a committed team player.
- Demonstrated ability to work unsupervised in the workplace.

QUALIFICATIONS AND EXPERIENCE

- Experience, knowledge and understanding of Waste recycling programs.
- Customer service experience and dealing with a range of citizens.
- Basic computer experience.
- Ability to perform a wide range of simple to complex maintenance and repair activities at different Council properties.
- Experience in the use of power & hand tools used in repair and maintenance.
- Understanding of and commitment to Occupational Health and Safety practices on worksites.
- Competency Certificate in plant operation.

OTHER INFORMATION

This position description is an overview of the role; reasonable adjustments to the role that do not change the overall level, scope or intent of the original position may be discussed and agreed to in consultation with the incumbent.

It is a prerequisite of this position that the incumbent holds and maintains a current:

- Victorian Drivers Licence

The tasks required of this position have been identified by Greater Shepparton City Council's Safety Management System as being at risk of contracting a vaccine-preventable disease. It is recommended that the incumbent be vaccinated against the following:

- Tetanus
- Hepatitis A
- Hepatitis B

LEGISLATION

As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council– Employees Code of Conduct

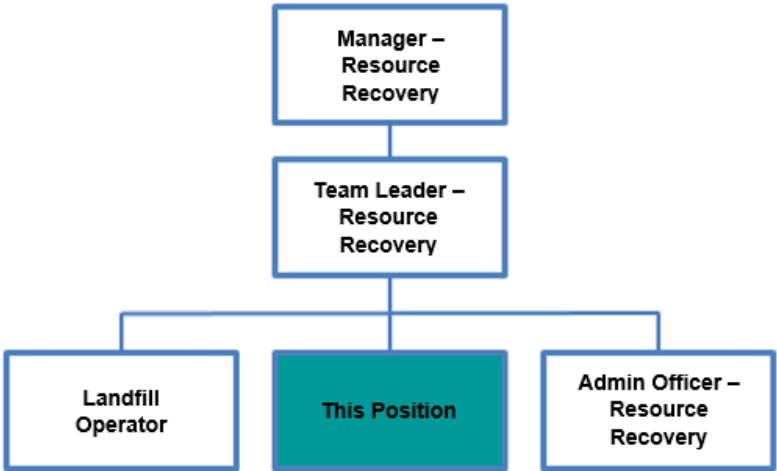
This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

ORGANISATIONAL CONTEXT

Departmental Overview

The Resource Recovery Department provides Council's waste services including kerbside waste, recycling and organics collections, public litter bins, resource recovery centre and landfill operations.

The Department strives to ensure all works/operations are completed efficiently, effectively, within budget and in accordance with the relevant Council plans, policies, best practice environmental standards, relevant legislation and guidelines.



Our Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation.

These values may be guiding principles of behaviour for all members in the organisation.



We are attentive, listen to others and consider all points of view in our decision making.



We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.



We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton Community.



We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.



We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.



As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton Community.

SHARED ORGANISATIONAL RESPONSIBILITIES

Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that of others.
- Actively participate in work group OH&S activities such as toolbox sessions.

Customer Service

Our customers are persons or organisations that use or needs a services provided by Greater Shepparton City Council.

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with Council objectives and statutory obligations.

Greater Shepparton City Council recognises customer service as a whole of Council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice.
- Listening to and understanding our customer needs.
- Developing skilled and motivated staff.
- Strengthening relationships between staff and the customer.
- Ongoing evaluation reporting and continuous improvement.

Recordkeeping

As an employee of the Victorian Public Service Sector, you have a statutory obligation to maintain the confidentiality, integrity and availability of public sector information. It is your responsibility to ensure you are fully aware of the recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirement for all staff to create, capture and protect the full and accurate records of all work related decisions and activities into relevant approved corporate systems.

Emergency Management

Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business.

The incumbent may, at times be asked to assist in Council's emergency management operations, within reason.

Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

Never (N)	Does not occur
Rarely (R)	May occur but does not occur daily or weekly. (1% - 5% of the time spent)
Occasionally (O)	Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)
Frequently (F)	Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent)
Constantly (C)	Primary activity for this position. (67% - 100% of the time spent)

	N	R	O	F	C
Work Environment					
Indoors		X			
Outdoors					X
Slippery Surfaces			X		
Uneven ground/Sloped areas				X	
Work in isolation		X			
Work in confined spaces		X			
Work at heights			X		
Work in dusty/fumes/foul smells				X	
Exposure to loud noises requiring hearing protection			X		
Exposure to personal waste			X		
Body Posture					
Standing				X	
Sitting				X	
Squatting/Crouching				X	
Kneeling				X	
Twisting			X		
Bending			X		
Manual Handling					
Reaching or working overhead (above shoulder)			X		
Reaching forward				X	
Gripping/fine motor movement				X	
Pushing/restraining			X		
Driving a vehicle				X	
Lifting floor to waist			X		
Lifting waist to overhead		X			
Lifting from a truck/trailer	X				
Lifting 0 - <5kg			X		
Lifting 5 - <10kg			X		
Lifting 10 - <15kg			X		
Lifting 15kg+		X			
Carrying awkward loads	X				
Climb steps/stairs/ladder		X			
Exposure to vibration		X			
Psychosocial					
Give direction to others			X		
Dealing with aggressive customers			X		
Dealing with upset? customers			X		
Supporting dependent persons			X		

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	N	R	O	F	C
Cognitive					
Written communication			X		
Verbal communication				X	
Comply with legislation					X
Problem solve				X	
Reason/make sense of things				X	
Make critical decisions			X		
Ensure accuracy/details					X
Remember names/details				X	
Show creativity				X	
Examine/observe others			X		
Work quickly			X		
Concentrate amid distractions			X		

ACCEPTANCE AND AUTHORISATION

Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Name: _____

Signature: _____

Date: _____

Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

Authorising Officer Name: _____

Position: _____

Signature: _____

Date: _____