



MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

POSITION:	Waste Management Operator
EMPLOYMENT STATUS:	Full Time
AWARD CLASSIFICATION:	Level 4 Yard Queensland Local Government Industry (Stream B) Award - State 2017 in conjunction with Mount Isa City Councils Certified Agreement
DEPARTMENT:	Corporate and Community Services
SECTION:	Waste Management

POSITION OBJECTIVE

To operate as a team member to achieve environmental compliance at Council's Waste Management sites by effectively and efficiently working with other team members and operating plant and machinery whilst adhering to workplace health and safety requirements.

ORGANISATIONAL RELATIONSHIPS

Reports to: Team Leader – Waste Management

Supervises: Nil

REQUIREMENTS OF THE POSITION

Skills, Knowledge and Experience

- General labouring and manual handling skills;
- Sound literacy and numerical skills necessary to maintain prestart and servicing records and complete time sheets and other relevant documentation;
- Proven ability to work with minimal to no supervision;
- Ability to plan work schedules and complete tasks effectively within set timeframes;
- High level of communication skills necessary to deal with the general public, contractors, and other employees within the Council's Policies and Guidelines;
- Able to work within a team environment;
- Self-motivated with strong time management abilities;
- Must demonstrate a willingness to learn;
- Knowledge of plant maintenance procedures / ability to undertake preventative machinery maintenance;
- Working knowledge of Workplace Health and Safety relevant to the position;
- Understanding and practicing customer service focus in Council operations; and
- Available for overtime and weekend work.

Qualifications

- Possession of the current RII competencies for dozer, integrated tool carrier, water cart, tip truck and compactor are essential or the ability to obtain these within three (3) months of commencement or an agreed timeframe;
- Possession of a current HR (Heavy Rigid) Licence is essential or the ability to acquire a licence prior to officially commencing in the role;
- Current "C" class manual Driver's Licence is essential or the ability to acquire a licence prior to officially commencing in the role;
- Possession of a current 30215 Queensland General Safety Induction (Construction Industry White Card) is essential.

- Possession of an excavator RII competency is desirable;
- Possession of licence to perform high risk work – forklift is desirable;
- Accredited training in “working at heights” is desirable.
- Possession of RII competencies for grader, backhoe and excavator are desirable.

Training

- Must be willing to undertake and successfully complete training deemed essential for the position.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

Labouring

- Undertake all labouring and manual handling functions about the sites;
- Carry out maintenance on small machinery and equipment;
- Undertake general maintenance duties including collection of windblown litter, relocation of litter screens and erection of vehicle barriers for public safety;
- Undertake any other lawful duties as directed by the Leading Hand / Team Leader / Supervisor;
- Maintain confidentiality with all activities of the waste services business;
- Actively contribute to the team and promote best practice;
- Maintain professional standards and integrity;
- Contribute to the promotion of the image of Council and the maximisation of good public relations;
- Be available for emergency work (i.e. fire control);
- Undertake "out of ordinary hours" work when required;
- Work outdoors in all weather conditions subject to operational requirements;

Vehicle Operation

- Operate all Council's operational plant and other equipment (as licenced, ticketed and proven competent);
- Effective and efficient operation of water truck to wet down surfaces for dust suppression and compaction of soil;
- Effective and efficient excavation of fill operating a dozer using quarrying techniques;
- Effective and efficient operation of landfill compactor or dozer to compact waste;
- Effective and efficient operation of a loader/backhoe when loading tip trucks, pushing up materials in resource recovery area and clearing of transfer station waste materials;
- Effective and efficient operation of single and dual axle tip trucks;
- Ensure all assigned plant machinery is operated in a safe and competent manner;
- Ensure all vehicles are maintained in a clean and tidy state;
- Undertake pre-start checks on all of the equipment (as allocated per day) prior to operation;
- Undertake basic servicing and preventative maintenance of all plant equipment and machinery;
- Ensure written records and relevant documentation are properly maintained to relevant standards.
- Report all incidents and/or damage to plant and equipment in accordance with Council policy, and in any case immediately to the supervisor or work health and safety coordinator;
- Assist in written development of safe working methods.
- Work outdoors in all weather conditions subject to operational requirements;

Physical Requirements

- It is an inherent requirement of the position to be able to occasionally lift weights within the employee's physical capacity and capability after undertaking an assessment of risk;
- Sit continuously for extended periods of time;
- Walk on uneven terrain.

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

KEY PERFORMANCE INDICATORS

- Vehicles are maintained in a clean and proper state;
- All assigned tasks completed effectively, efficiently and on time;
- High level of participation and commitment to team outcomes;
- Complies with council policies and procedures;
- Other targets as outlined in a Performance Review are achieved.

DELEGATION AUTHORITY AND ACCOUNTABILITY

- Nil

ORGANISATIONAL COMMITMENTS

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

WORK HEALTH AND SAFETY

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner.

As a condition of your employment, you agree to undertake the full immunisation program specific to your role to ensure that you are protected against any possible risks

GENERAL

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

MOUNT ISA CITY COUNCIL
Waste Management Operator

SELECTION CRITERIA – Waste Management Operator

SELECTION CRITERIA		WEIGHTING (%)
SC1	(a) has all the current necessary tickets/certificates/Rll competencies for dozer, integrated tool carrier, water cart, tip truck and compactor or the ability to obtain these within three (3) months of commencement or an agreed timeframe; (b) has a current "HR" (inclusive of manual "C" class) driver's licence or the ability to obtain within three (3) months of commencement.	MANDATORY 30%
SC2	Demonstrated experience in an equivalent or similar position	10%
SC3	Sound understanding of the requirements for pre-start checks on all equipment prior to operation with a basic knowledge of, and ability to undertake minor servicing and preventative machinery maintenance	20%
SC4	Sound literacy and numeracy skills necessary to maintain servicing records and completion of timesheets and other relevant documentation	15%
SC5	Must be self-motivated with strong time management abilities and possess good work ethics with a proven ability to work with minimal or no supervision but also within a Team environment	10%
SC6	Working knowledge of Workplace Health and Safety requirements and the ability to undertake manual labouring duties correctly	15%

AUTHORISATION

Director: Chileya Luangala

Signature: _____

Date: ____ / ____ / ____

Date originated: 29 January 2010

Date reviewed: 06 September 2021

EMPLOYEE DECLARATION

I, the undersigned acknowledge receiving a copy of the Waste Management Operator Position Description:

Name: _____

Signature: _____

Date: ____ / ____ / ____