

Waste Facility Operator/Building Maintenance

Position Description

Date 22 July 2025

Version 1.0

Space to Grow

Bolgart Calingiri Gillingarra Mogumber
New Norcia Piawaning Yerecoin

General Overview

Position Title:	Waste Facility Operator / Building Maintenance
Division/Department:	Works and Services
Location:	Calingiri, Bolgart and Mogumber Resource Recovery Sites
Award Band & Level:	Municipal Employees (WA) Award 2021 / Level 4A
Reporting Relationship:	Works Foreman
Employee:	Vacant

Position Overview

To provide and maintain an effective resource recovery and transfer facility, operating in accordance with the Shire's waste management policies. To contribute to the continuing improvement process of the reduction and recycling of waste.

Principle Duties and Responsibilities

- Supervise the public use of the Shire's waste sites and Resource Recovery and Transfer Station.
- Maximise the diversion of recyclable materials from the waste stream.
- Manage the recycling facilities at the RRF.
- Ensure the Station does not constitute an environmental or human health hazard.
- Maintain rehabilitation of sites.

Other Duties

- Carry out all duties in a safe and healthy manner in accordance with the WHS Act, DWER requirements, Shire's Policies and all other Guidelines and directions.
- Open and close the RRF for the designated operating periods.

Bolgart

Wed: 12.45pm – 4.00pm
Sat: 9.00am – 12.00pm
Sun: 12.45pm – 4.00pm

Calingiri

Wed: 8.30am – 12.00pm
Sat: 12.45pm – 4.00pm
Sun: 9.00am – 12.00pm

- To check that the users of the RRF are residents of the Shire (by requesting to see proof of address or the Shire's RRF pass) and the waste deposited is generated in the Shire.
- Maintain the use of the recycling and drop off facilities at the RRF by advising users of the availability of the various bins/receptacles and.
- Take all measures necessary to prevent vermin and rodent activity at the RRF. Report any unusual incidences of flies, rats and other vermin.

- Carry out regular testing of all firefighting and safety equipment held at the RRF and ensure that the equipment is maintained in good condition.
- Minimise windblown litter by collecting escaped litter within the overall site and nearby road.
- Inspect and check regularly the ponds, any stormwater drainage systems (including road culverts) are operating correctly. Report any repairs required to drainage systems or other landfill works including rehabilitation.
- Arrange appropriate direction signs and/or signage for the information of users.
- Refuse entry of toxic or dangerous materials.
- Participate in production of RRF management and recycling business plans.
- Report any dangerous or hazardous situations that may arise.
- Be courteous but firm in the directions to users of the facility.
- Be prepared to undertake training, if necessary, to operate machinery associated with maintenance and general waste management services.
- Maintain the RRF in a neat and tidy condition.
- Maintain electronic forms of waste brought into the RRF.
- General repairs and maintenance as required on Shire owned buildings outside of normal RRF open hours. On Thursday and Friday
- General service and repairs to small machinery.
- Undertake other relevant duties as directed by the Works Foreman which are consistent with the employee's skill, competence and training.
- Contribute to the implementation and operation of the Shire's WHS policies, procedures & risk management strategies in the workplace.
- Comply with equal employment opportunity (EEO) Legislation and with the Shire's policies and procedures for dealing with EEO.

Organisational Relationships

Reports to

- Manager Works and Services and Work Foreman

Internal Liaison

- CEO
- DCEO
- Manager Works & Services
- Work Foreman
- Depot Admin/WHS Officer
- Building Surveyor
- Other Shire staff

External Liaison

- General Public
- Residents and Electors
- Relevant Government Departments and Statutory Authorities
- Council Auditors
- Suppliers and,
Other Government and Local Government Bodies

Corporate Responsibilities

- Performance management processes; participates in Learning & Development activities including induction, recruitment, and succession planning.
- **WHS** - Ensure duty of care and be compliant with WHS legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** - Demonstrate a positive commitment and compliance with all EEO legislation covering all forms of workplace discrimination, harassment, victimization and bullying, compliance with the Shire's Code of Conduct and all Shire policies.
- **Records Management** - Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Assists the Works & Services Manager create realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required. Motivates team members and works crews to complete scheduled works.
- **Values** - create a positive working environment while upholding the Shire of Victoria Plains
 - **Integrity** - we take responsibility for our actions in an honest and open way.
 - **Courage** - we take steps to create new and better ways of doing business.
 - **Accountability** - we take responsibility for decisions and actions to achieve outcomes.
 - **Respect** - we consider and value the perspective and contribution of others.
 - **Excellence** - we continuously improve our performance to achieve outstanding outcomes for the Shire of Victoria Plains.

Annual Performance Review

In accordance with the *Local Government Act 1995*, a mandatory performance appraisal is required annually.

Qualifications, Skills and Experience

- Must hold a current Motor Vehicle Licence/HR Licence/Forklift Licence.
- Must be of a state of health such as to be capable of undertaking the above duties.
- Working knowledge of waste management and recycling issues relating to the job site.
- Willingness to participate in training programs.
- Ability to communicate effectively with customers.
- Ability to work productively with limited supervision.
- Must have achieved sufficient competency in the following (or similar):
 - WHS fundamentals,
 - Manual Handling,
 - Care of Tools and Equipment,
 - Two-way Radio Communications,
 - Record Keeping,
 - Teamwork and Employee Relations,
 - Equipment Maintenance and Servicing fundamentals.

Acknowledgement and Acceptance

The Position Description was reviewed by the undersigned persons and represents an agreed description of the position roles and responsibilities as at the date of employment and/or review process.

Silvo Brenzi
Manager Works and Services _____ Date: _____

Sean Fletcher
Chief Executive Officer _____ Date: _____

Employee _____ Date: _____