

POSITION DESCRIPTION

Position Title:	Waste Services Administration Officer
Position Number:	10878
Directorate:	Strategic Projects & Infrastructure
Reports to:	Waste Services Office Supervisor
Department:	City Services
Agreement:	City of Karratha Enterprise Agreement 2021
Classification:	Level 3

1. POSITION OVERVIEW

The Waste Services Administration Officer is responsible for providing administrative support to the Waste Services team, based at the 7 Mile Waste Facility.

1.1. Position Objectives

- Provide administrative support to the Waste Services team to assist in achieving organisational goals and objectives.
- Assist in the provision of an effective administration support service throughout the section, in cooperation with the other departments, through effective coordination and communication.

2. DUTIES & RESPONSIBILITIES

2.1 Administrative Support

- Provide customer service and administrative support to the Waste Services team.
- Coordinate all Mobile Garbage Bin (MGB) deliveries, replacements and enquiries, including contaminated recycling with the Waste Services Operations Supervisor and contractor.
- Receive, process and distribute requests for Waste Disposal Permits in conjunction with the Waste Management Technical Officer.
- Assist with the maintenance of the Mandalay Weighbridge System including customer accounting enquiries.
- Monitor payment of invoices including goods received data entry.
- Weekly/Monthly reporting as directed.
- Monitor and update any changes to position procedures and processes as required.
- Monitor, obtain quotes, create purchase orders and distribute supplies of stationery, PPE and other waste services equipment/items.
- Attend meetings and prepare minutes for meetings as required. This includes booking meeting room facilities, catering where applicable.
- Monitoring and reconciliation of the site's petty cash.
- Perform other duties consistent with the level of this position and the principles of broad banding as requested.
- Assist/liaise with the Waste Services Office Supervisor and Waste Management Technical Officer as required.
- Relief for the position of Waste Services Office Supervisor as required.

2.2 Occupation Health and Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety.
- Utilise the City's procedure for *OHS Communication, Consultation and Issue Resolution*.
- They will not misuse or damage any equipment provided in the interests of safety or health.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the *OHS Management at the City of Karratha: Roles and Responsibilities*.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Specialist Knowledge and Skills

- Good numeracy and literacy skills.
- Developed keyboard and computer skills with a good working knowledge of Microsoft Office word processing and spreadsheet software.
- Above average time management skills.
- Above average knowledge of office equipment and procedures.
- Working knowledge of the local area.

3.2 Interpersonal Skills

- Customer service skills with experience in a similar administration position including minor cash handling, reception and word processing duties.
- Above average communication and public relations skills.

3.3 Qualifications and Experience

- Previous experience in a similar role
- Current C class driver's licence
- Current National Police Clearance (no more than 6 months old)