



# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Site Attendant Operator</b>
<b>Position Number:</b>	<b>10786</b>
<b>Directorate:</b>	<b>Strategic Projects and Infrastructure</b>
<b>Reports to:</b>	<b>Waste Services Leading Hand</b>
<b>Department:</b>	<b>City Services</b>
<b>Agreement:</b>	<b><i>City of Karratha Enterprise Agreement 2021</i></b>
<b>Classification:</b>	<b>Level 4a (MEU)</b>

## 1. POSITION OVERVIEW

The Site Attendant Operator is responsible for assisting in the operation, maintenance and administration of the City's Waste Disposal and Transfer Station Facilities.

### 1.1. Position Objectives

The primary objectives of the role are to carry out all allocated tasks/duties in accordance with specified standards to meet the City's expectations in the following areas:

- Transfer Station Site Attendant duties
- Weighbridge duties
- Site maintenance and cleaning
- Plant operation
- Landfill Site Attendant duties
- Basic Administrative duties

## 2. DUTIES & RESPONSIBILITIES

### 2.1. Customer Service

- Direct customers to relevant disposal/recycling/resource recovery locations.
- Assist customers in Transfer Station unloading areas.
- Promptly attend to customer enquiries in a courteous and effective manner.
- Record vehicles entering and leaving sites, recording data and information required for the application of the City's disposal fees.
- Work effectively as part of a team to achieve excellent customer service.

### 2.2. Site Operations

- Operate and maintain plant and equipment in an effective and efficient manner in accordance with the City's operating procedures and in compliance with relevant laws and regulations including zero blood alcohol limits and chain of responsibility requirements.
- Open and close Waste Disposal Facilities including Transfer Station, as necessary, ensuring access by the public is maintained and security of facilities is monitored and all persons have vacated site prior to locking up.
- Liaise with Waste Services Operations Supervisor, Waste Services and Waste Services Leading Hand as required, for the efficient operation of the Waste Disposal Facilities.
- Operate the facility weighbridge, software and computer system.

- Collect re-usable items for on-selling through the Tip Shop and recyclable items such as ferrous and non-ferrous metals and white goods as required.
- Examine cargo to prohibit disposal of non-permitted wastes in accordance with landfill licence conditions.
- Comply at all times with the departments systems/procedures and all training, instruction and induction requirements.
- Adherence to all the City's policies and procedures as relevant to this position.
- Any other duties consistent with the level of this position. Waste collection duties as required.

### **2.3. Housekeeping**

- Maintain waste disposal site sheds, offices and other facilities.
- Maintain internal and external surrounds of waste site on a daily basis, collecting windblown litter and other dumped or scattered items for disposal in correct location.
- Empty oil containers into oil recycling stations and maintain this facility in good order.

### **2.4. Plant and Equipment**

- Assist with minor routine maintenance and cleaning of plant on a daily basis and liaise with Waste Services Operations Supervisor and Leading Hand on plant service and repair requirements.
- Ensure completion of pre-start checks and report any issues to Leading Hand.

### **2.5. Occupational Health & 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. Judgement & Problem Solving**

- Ability to problem solve with solutions found in established processes and procedures.

#### **3.2. Specialist Knowledge & Skills**

- Basic keyboard and computer skills with a good working knowledge of Microsoft Office and the ability to learn new systems.
- Good knowledge of waste disposal, resource recovery and recycling procedures.
- Good knowledge of Occupational Health & Safety practices.
- Fitness, agility and mobility to:
  - Work in high temperatures
  - Lift between 16 and 35kg
  - Bend and stretch as required to operate machinery
  - Climb onto truck platforms, steps and ladders
- Demonstrated experience of daily maintenance requirements for heavy plant is desirable.

#### **3.3. Interpersonal Skills**

- Basic numeracy, written and verbal communication skills relevant to the work area.
- Ability to manage time effectively to ensure duties are carried out to the required standard.
- Demonstrated customer services skills.
- Ability to maintain accurate records.
- Ability to work as part of a team.

#### **3.4. Qualifications & Experience**

- High school education and/or related experience and training
- Experience in waste management operations
- Demonstrated experience in the safe operation of heavy plant and/or tickets
- Current Manual HR drivers licence
- National (or Federal) Police Certificate (no more than 6 months old)
- Experience in Landfill Operations (Desirable)
- Knowledge of safe handling practices for asbestos (Desirable)
- Experience in weighbridge operations (Desirable)