

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Waste Services Operator</b>
<b>Position Number:</b>	<b>11172</b>
<b>Directorate:</b>	<b>Strategic Projects &amp; Infrastructure</b>
<b>Reports to:</b>	<b>Waste &amp; Fleet Coordinator</b>
<b>Department:</b>	<b>Waste Fleet &amp; Depot</b>
<b>Agreement:</b>	<b><i>City of Karratha Industrial Agreement 2023</i></b>
<b>Classification:</b>	<b>MEU 4A</b>

## 1. POSITION OVERVIEW

The Waste Services Operator role involves assisting in the operation and compliance of the City's 7 Mile Waste Disposal facility and Airport Wastewater Treatment Plant (WWTP). Key responsibilities include:

- WWTP operation and maintenance
- Mobile plant and equipment operation
- Compliance sampling and testing for Waste Facility & WWTP operation

### 1.1. Position Objectives

- Assist in the provision of efficient waste management services for City of Karratha customers.
- Assist in the provision of safe, efficient and compliant operation of the 7 Mile Waste Facility and WWTP.
- Contribute to internal and external reporting and information requirements associated with facility compliance.

## 2. DUTIES & RESPONSIBILITIES

### 2.1. Customer Service

- Provide professional and courteous service and advice to staff and members of the public.
- Assist the Waste Technical Officer and Waste Administration staff with interpreting and processing customer waste disposal permit requests.
- Collaborate with Airport staff to ensure operation of the WWTP aligns with customer expectations.

### 2.2. Site Operations

- Undertake general scheduled and unscheduled minor maintenance of the WWTP in accordance with Site Operational Procedures Manual.
- Liaise with Building Maintenance Team and contractors to arrange reactive plumbing and electrical repairs for WWTP.
- Conduct operational checks of the WWTP in accordance with documented schedules.
- Ensure appropriate levels of consumables and stock are maintained to meet WWTP operational and maintenance requirements.
- Assist in performing sampling and analysis of landfill monitoring bores, liquid waste ponds, WWTP liquid & landfill solid wastes.

- Monitor landfill leachate and flare management systems and report defects and maintenance issues to the Waste Management Technical Officer.
- Undertake spot audits of waste received via disposal permits to ensure acceptance within landfill classification parameters.
- Operate and maintain mobile and fixed 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.
- Assist with minor routine maintenance and cleaning of plant and liaise with Waste Services Operations Supervisor and Leading Hand on plant service and repair requirements.
- Assist with Site Attendant duties as required.
- Provide support to the Waste Technical Officer in compliance related matters.
- Liaise with other Waste Services staff as required, for the efficient operation of the Waste Disposal Facilities and WWTP.
- Adherence to all City policies and procedures.
- Any other duties consistent with the level of this position.

### **2.3. 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 their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- 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.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

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

### **3.1. Authority & Accountability**

- Works under regular supervision of the Waste Technical Officer.
- Works in accordance with approved Council's policies, procedures and guidelines.

### **3.2. Judgement and Problem Solving**

- Sound numeracy, verbal and written communication skills and the ability to use these skills in a day to day working situation.
- The ability to maintain accurate records.

### **3.3. Specialist Knowledge and Skills**

- Demonstrated understanding of fixed plant minor maintenance requirements.
- Knowledge of landfill operations including landfill compliance.
- Knowledge of waste disposal, resource recovery and recycling procedures.
- Well-developed computer skills including a working knowledge of the Microsoft Office software suite.
- Physical ability to undertake the requirements of the role.

### **3.4. Interpersonal Skills**

- Highly developed customer relations skills.
- Ability to work effectively both as a team member and autonomously, under minimal supervision, as required.
- Ability to manage time effectively to ensure duties are carried out to the required standard.
- Sound interpersonal and negotiation skills to enable the effective provision of advice, information and assistance to management, staff and contractors.

### **3.5. Qualifications and Experience**

- Experience in waste or facilities management operations.
- Demonstrated experience in the safe operation of mobile and/or fixed plant.
- Experience in a compliance related role.
- Current HR class driver's licence.
- National (or Federal) Police Certificate (no more than 6 months old).