



Position Description

POSITION TITLE:	Waste Facility Caretaker
DEPARTMENT:	Planning and Environmental Services
REPORTS TO:	Waste and Regulatory Officer
LOCATION:	Bonalbo Transfer Station (base) Kyogle Landfill Facility, Bonalbo & Mallanganee Transfer Stations
SALARY SYSTEM GRADE:	Grade 2
REMUNERATION PACKAGE:	Superannuation Adverse Working Conditions Allowance Access to a range of salary packaging benefits
HOURS OF WORK:	15 hours per week (Tuesday & Saturday), plus opportunity for further relief work

Our Mission

To meet the challenges of our unique and diverse region.

Purpose of Position

The Waste Facility Caretaker assists in ensuring Council's waste management facilities operate effectively, efficiently and in accordance with regulatory requirements.

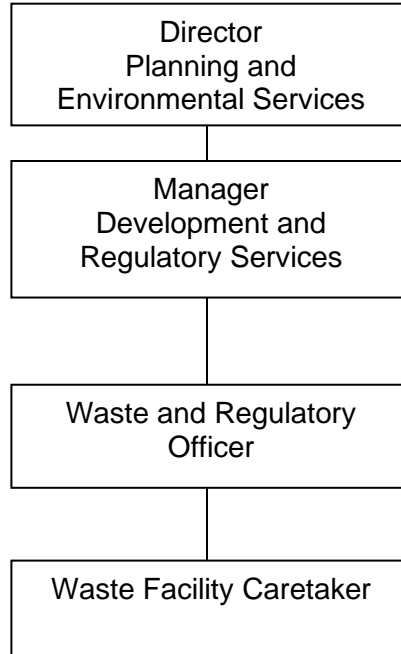
Award Provisions

Award:	Local Government (State) Award 2023
Award Grade:	Band 1 Level

Organisational Relationships

WITHIN DEPARTMENT:	Director Planning and Environmental Services Manager Development and Regulatory Services Waste and Regulatory Officer Waste Facility Ganger
WITHIN COUNCIL	Operational Staff Salary staff Contractors
EXTERNAL TO COUNCIL	Members of the public Businesses Contractors

Organisational Chart



Schedule of Duties

- Ensure that Council's waste management facilities are opened for community access during scheduled times and secured at the end of daily operations.
- Operate the weighbridge at the Kyogle Landfill Facility effectively and ensure weighbridge records are accurately kept in accordance with EPA reporting requirements.
- Ensure correct fees and charges are collected and recorded accurately.
- Respond to enquiries from visitors to waste management facilities.
- Supervise members of the public when onsite to ensure their safety is maintained at all times.
- Ensure waste management facilities and land surrounding the facilities is maintained in a clean, tidy and safe condition at all times.
- Operate small items of plant (e.g. lawn mower, whipper snipper) in an efficient and safe manner.
- Assist compliance officers to respond to animal control issues when requested and assist in providing animal care when required.
- Support and maintaining a team culture that values performance, continuous improvement and adherence to public sector values in the delivery of high quality services.
- Apply the principles and practices of Equal Employment Opportunity and Work Health and Safety to the work place and practices.
- Other relevant duties as required.





Role Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Table 1 outlines the full list of capabilities and levels of competency required for appointment to this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Table 1 also outlines the qualifications and experience required for appointment to this position. While no qualification is required for appointment a Certificate III in Waste Management or equivalent, or demonstrated experience working in a waste management operational setting, and a Heavy Rigid Vehicle Licence would be considered an advantage.

Table 1: Role requirements

Technical Requirements		Grade 2
Qualification		Nil
Licence		Class C
Role Capabilities		
 <p>Personal attributes</p>	Manage Self	Intermediate
	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	Demonstrate Accountability	Foundational
 <p>Relationships</p>	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 <p>Results</p>	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 <p>Resources</p>	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus Capabilities

The focus capabilities for the position are those judged most important at the time of recruiting to the position. The focus capabilities must be met at least at a satisfactory level for a candidate to be suitable for appointment. The focus capabilities for this position are outlined in Table 2.

Grade 2 – Waste Facility Caretaker

Table 2: Focus Capabilities for Grade 2

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self <i>Shows drive and motivation, an awareness of strengths and weaknesses and a commitment to learning.</i>	Intermediate	<ul style="list-style-type: none"> • Understands what needs to be done and steps up to do it • Pursues own and team goals with drive and commitment • Shows awareness of own strengths and weaknesses • Asks for feedback from colleagues and stakeholders • Makes the most of opportunities to learn and apply new skills.
Personal Attributes Demonstrate Accountability <i>Take responsibility for own actions, commit to safety and act in line with legislation and policy.</i>	Foundational	<ul style="list-style-type: none"> • Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly • Takes care of own and others' safety and wellbeing by following safe work practices • Identifies and speaks up about risks in the workplace.
Relationships Community and Customer Focus <i>Commit to delivering customer and community focused services in line with strategic objectives.</i>	Foundational	<ul style="list-style-type: none"> • Shows awareness that he/she is working for the community • Shows respect, courtesy and fairness when interacting with customers and members of the community • Listens and asks questions to understand customer/community needs • Informs customers of progress and checks their needs are met.
Results Deliver Results <i>Achieve results through the efficient use of resources and a commitment to quality outcomes.</i>	Foundational	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard.

Role Skills

To be eligible for progression through Council's salary system, staff must demonstrate the role-based skills outlined in Table 3 below, in addition to meeting the technical requirements and demonstrating competency in the core capabilities described under the Local Government Capability Framework.

Table 3: Skill progression

Level	Skill required
0 (Grade 2, Entry)	<ul style="list-style-type: none"> • Demonstrated competency in relation to the focus capabilities listed in Table 2.
1 (Grade 2, Step 1)	<ul style="list-style-type: none"> • Completion of training course in cash handling or equivalent • Able to operate the landfill weighbridge and associated computer software effectively and keep accurate records in accordance with EPA's reporting requirements • Able to collect correct fees and charges (via cash and EFTPOS) and keep accurate records • Able to operate small items of plant (e.g. lawn mower, whipper snipper) in an efficient and safe manner • Completion of first aid training course • Completion of training course in safe handling and storage of dangerous goods (e.g. chemicals, flammable liquids, hazardous materials) • Able to provide accurate advice to internal and external stakeholders in response to operational matters. • Sound understanding of the Landfill Pollution Incident Management Response Plan and able to respond to waste emergencies in accordance with the Pollution incident Management Response Plan.
2 (Grade 2, Step 2)	<ul style="list-style-type: none"> • Able to accurately identify maintenance issues and risks to workplace health and safety and reports matters to Waste Officer in accordance with WHS Policy • Completion of training course in conflict management • Completion of training course in animal handling (e.g. safe handling of dogs).
3 (Grade 2, Step 3)	<ul style="list-style-type: none"> • Attainment of Heavy Rigid Vehicle Licence • Able to operate a lift on/lift off collection vehicle (hook lift truck) safely (including without causing damage to plant equipment) and efficiently.
4 (Grade 2, Step 4)	<ul style="list-style-type: none"> • Attainment of Certificate III in Waste Management or demonstration of equivalent skills and knowledge • Sound understanding of Landfill Environmental Management Plan and conditions of the Landfill Environment Protection Licence.

Acceptance of Position Description

I, _____, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties on

_____.

(insert date)

Signed: _____

Date: _____