



POSITION DESCRIPTION

CARETAKER

HAMILTON REFUSE DISPOSAL SITE (CONTROLLED)

CARETAKER'S RESPONSIBILITIES

- Ensure the site is open for public use at the prescribed hours and locked at all other times.
- Abide by Central Highlands Council's policies and procedures including the Central Highlands Council Occupational Health and Safety Policy.
- Ensure that the monitoring procedures adopted are abided by for isolated areas. (ie call in when work commenced and call in when work hours completed).
- Current Drivers License.
- Certificate II in First Aid or able to obtain.
- Determine, request and ticket all entry fees in accordance with prescribed charges and record problem users.

- Delivery of all fees collected to Council's Development & Environmental Services Office in Bothwell once per week.
- Maintain site records which include:
 - * site usage by classification
 - * refuse volumes taken for disposal
 - * recyclables taken from site.
- Promote by direction and education all waste separation practices which will result in volume reductions for transportation and disposal (in particular by enforcing the reduce-reuse-recycle program).
- Keep recycling areas tidy and free of refuse. Report any problems to the Manager, Development and Environmental Services or delegate at the Development and Environmental Services Office on 6259 5503.
- Ensure all tyres are stored in a separate area, and not disposed of in the general refuse area.
- Maintain the Hamilton site in a litter free and tidy condition at all times.
- Ensure all re-use, recyclable items and storage areas are kept in a tidy state including caretakers shed.
- Extinguish and/or report any fire which may occur on site.
- If the sites are to be left unmanned for emergency reasons secure site and leave sign indicating time of return.
- Maintain all site equipment, facilities and signage in good condition and report damages or perceived need for improvement.
- Record on site misdemeanours by time, date, number plate identification and occurrence.

- Ensure the offal pit surrounds are tidy and that the pit is lidded.
- Maintain landscaping as directed and when appropriate.
- Report evidence of vermin on site.
- Distribute promotional material on site usage, recycling and other Council programs as required.
- Be responsible to the Manager, Development and Environmental Services at the Development and Environmental Services Office and carry out other duties as required.
- If you are not available at prescribed times you are required to notify Council's Manager, Development and Environmental Services or his delegate at the Bothwell Office on 62595503.
- No refrigeration units are to be accepted unless they have been degassed and the doors have been removed.

Current Hours of operation are as follows:

Day	Daylight Savings Time	Remainder of Year
Monday	2pm to 6pm	2pm to 4pm
Friday	2pm to 4pm	2pm to 4pm
Saturday	2pm to 4pm	2pm to 4pm
Sunday	2pm to 6pm	2pm to 5pm

- Council reserves the right to alter operating hours at any time

COUNCIL REQUIREMENTS

Council will provide the following:

- * 1 x Overalls / Trousers
- * 2 x Shirts
- * 1 x Jumper
- * 1 x Work boots
- * 1 x Waterproof Jacket/Raincoat
- * Immunization against Tetanus and Hepatitis B
- * Work tools ie rake, shovel, other as required
- * Work gloves
- * Sunscreen 30+
- * Hat
- * Sunglasses
- * Hi Visibility Safety Vest

As part of Council's and your commitment to Occupational Health and Safety you are required to wear/use all PPE provided to you.

- Payment will be fortnightly into your nominated bank account.

The classification is Level 4 under the LGIMA Award. The applicable hourly rate will be \$25.93600. This includes the 2% increase contained in the Central Highlands Council Enterprise Agreement 2014 which has been endorsed by the Fair Works Commission. It also includes a 25% loading for casual employment in lieu of leave entitlements, public holiday payments, etc.

The position is classified as a casual position and hours of current operation may be varied at any time by council.