



POSITION DESCRIPTION

POSITION TITLE:	Caretaker Bothwell Waste Transfer Station (Controlled)
EMPLOYMENT CATEGORY:	Casual Fixed Term Contract
AWARD CLASSIFICATION:	LGIMA Award Level 4A
LOCATION:	Bothwell Waste Transfer Station

POSITION OBJECTIVES:

To co-ordinate the day-to-day functions of the Bothwell Waste Transfer Station (Controlled) as directed by the Manager Development and Environmental Services.

KEY RESPONSIBILITIES:

- To operate and maintain Waste Management Centre in a safe and effective manner.
- To maintain physical infrastructure of Central Highlands as directed by supervisor and within the scope of the employees competencies.
- Ensure the safety and welfare of property, the public and the work force in the discharge of Council's functions.
- 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).
- 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.
- Ensure all gas bottles and fire extinguishers are empty and have the valve removed with a hole punctured in the cylinder and placed into the scrap steel bin.
- Maintain the Bothwell 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.
- Ensure refuse bins are filled in sequence.
- Ensure the offal pit surrounds are tidy and that the pit is lidded.
- 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.
- 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 their delegate at the Bothwell Office on 62595503.
- The roll top bins are emptied on a schedule. The skip bins at the Bothwell WTS are emptied upon request and you are to notify Council's Development and Environmental Services Office at Bothwell on 6259 5503 when the bins are nearing capacity to organise emptying.
- Ensure the 4.5m³ roll top bins at the Bothwell WTS are closed when not in use and ensure they are filled to the maximum.
- Ensure all litter is collected around 40m³ skip bin after it is taken away for emptying.
- No refrigeration units are to be accepted unless they have been degassed and the doors have been removed.
- Use other plant competent and trained to operate as required i.e mowers, chainsaws and brush cutters, or as directed by the Manager Development and Environmental Services.
- Manual labouring including the operation of small plant and hand tools as directed by the Manager Development and Environmental Services) eg; weed spraying, mowing, etc
- Working safely in compliance with the Workplace Health & Safety Act 2012 and Council's policies and procedures.
- To undertake any task, within the limit of the employees skill and training as directed by the General Manager or Manager Development and Environmental Services.

Organisational Relationship:

Reports: Manager Development and Environmental Services

Supervises: Nil

Internal Liaisons: General Manager
Deputy General Manager
Manager Development and Environmental Services
Manager Works and Service
Municipal Workers

External Liaisons: General public
Local Business Operators

Formal Qualifications:

- Retention of current drivers licence Class C;
- First Aid Certificate; and
- White Card

Experience:

- Waste management operations; and
- Skills in waste management.

Knowledge/Skills:

- Ability to work and perform in a safe and healthy manner;
- Ability to identify problems and to report them to the Manager;
- Machinery and equipment operating skills appropriate to the class of licence held;
- Discretion to undertake minor maintenance and repair of Council's facilities;
- Ability to operate other machinery and equipment as required;
- Ability to perform works in a competent manner;
- Ability to identify where additional equipment is required;
- Ability to communicate requirements effectively with the general public;
- Ability to decide what good and proper work practices are;
- Ability to work without supervision;
- Ability to work to given tolerances; and
- Knowledge of employee obligations under the Workplace Health & Safety Act 2012 and Regulations.

Personal Attributes:

- Self motivated and success motivated;
- Ability to work as a member of a team;
- Effective communication skills;
- Ability to communicate with other personnel;
- Competent use of communications equipment;
- Willingness to work overtime as required; and
- Demonstrate a personal pride in work.

Personal protective equipment (PPE) Requirements:

Council will provide the following:

- Work Boots;
- Work Gloves;
- Waterproof Jacket / Raincoat;
- Hi Visibility Safety Vest;
- Sunscreen;
- Work Tools (ie rake, shovel, other as required);
- Hat;
- Sunglasses; and
- Relevant Immunization (i.e Tetanus, Hepatitis B etc) – if required

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

Performance Indicators:

The incumbent's performance will be judged against the following:

1. Incumbent participates in the implementation and participation of a safe working environment.
2. Activities are undertaken to defined standards and within budget allocations.
3. Provision of safe and healthy working environment.

4. Courteous and co-operative approach to community, councillors and staff.
5. Ability to operate the waste management centre.
6. Ability to maintain and operate machinery and equipment effectively and safely.

Multiskilling:

A Supervising Officer may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base. If an employee is directed to carry out the work of a higher classification or award band the higher duties clause of the relevant award will apply.