



POSITION DESCRIPTION

POSITION TITLE:	Caretaker Hamilton Refuse Disposal Site
EMPLOYMENT CATEGORY:	Casual Fixed Term Contract
AWARD CLASSIFICATION:	LGIMA Award Level 4A
LOCATION:	Hamilton Refuse Disposal Site

POSITION OBJECTIVES:

To co-ordinate the day-to-day functions of the Hamilton Refuse Disposal Site 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 Work 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 the Central Highlands Council Office in Hamilton once per week.
- Maintain site records electronically 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.
- Ensure refuse bins are filled in sequence.
- 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.
- 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 *Work Health & Safety Act 2012* and Council's policies and procedures.
- To undertake any task, within the limit of the employee's skill and training as directed by the General Manager and/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 record waste data electronically (computer literate);
- 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 work without supervision; and
- Knowledge of employee obligations under the *Work 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 Immunisation (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.