



Position Description

WASTE FACILITY OPERATOR

Directorate	Engineering
Location	Balranald
Classification/Grade/Band	Band 1 Level 3
Position Code	WFO1
Date position description approved	17 August 2022

Council overview

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1 hour drive from the regional city of Swan Hill and 1¾ hours' drive from Mildura.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield and Penarie (Homebush).

Council values

Honesty # Respect # Enjoyment # Teamwork # Openness # Leadership # Customer Focus

Primary purpose of the position

To maintain the waste facility to a high standard that complies with legislation and community expectations.

Key accountabilities

The following Job Specific Key Accountabilities provide a high-level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused and should be considered alongside Council's Our People Capability & Behaviour Framework:

Within the area of responsibility, this role is required to:

- Identify and classify waste and recycling into appropriate streams and direct the public on placement. Maximise the recovery of recyclable material.
- Assist customers with transfer recycling bin operations and mulch and woodchip stockpiles whilst ensuring that all stockpiles are tidy and free from contamination
- Utilising EFTPOS and cash handling, issuing of receipts and financial reconciliation procedures using basic computer operation programs.
- Ensure that the site is clean and tidy, around the transfer cells including the mowing and trimming of appropriate areas when required.
- Operate onsite machinery such as Compactor roller/ pusher and Excavator to ensure that waste is correctly covered.
- Ensure that all gates are open or closed as appropriate, that all security devices are operational and armed at close of business and check that no members of the public are on site at close of trading.
- Ensure compliance with and provide input to Council Risk Assessments, Safe Work Method Statements, Standard Operating Procedures and relevant WHS Legislation.
- Any other such duties that are commensurate with the employee's skill level, competency and training.

To provide the best customer service to both internal and external customers in accordance with Council's policy and procedures in particular:

- Ensuring that the public image of the Council as a service provider is always maintained in the highest integrity
- To support Council objectives in the public forum
- To display a positive attitude towards Council policy and decisions in relation to the position and the public image of the Council
- To provide a positive personal contribution in the exchange of information between team members, across business departments and with customers
- To contribute to a Service Improvement Program by participating in teams aimed at work improvement
- To lead, encourage and participate in team activities
- To participate in training programs designed to increase efficiency and effectiveness
- Presentation of a courteous and helpful image to Councillors, internal officers, outside organisations and customers
- Maintenance of confidentiality in performing the duties of the position and in liaising with internal officers, outside organisations and customers

Key challenges

Provision of friendly advice and assistance to the public, to ensure separation of waste types to reduce contamination; and to assist to develop the waste facility with management to a best practice level waste facility.

Key Relationships

Who	Why
Internal	
Executive Manager of Engineering & Works Coordinator	This position has an effective working relationship with the Executive Manager of Engineering, providing timely and reliable information to advise on day to day operational issues and to plan for long term waste management improvements.
Works Coordinator	This position has an effective working relationship with the Works Coordinator, to advise on day to day operational issues.
Council staff	This position enjoys positive, collaborative and professional relationships with fellow Council staff
External	
Ratepayers & General Public	- To engage positively with members of the community to facilitate routine business transactions and resolve issues
Contractors and Suppliers	- Communicate needs, facilitate routine business transactions and resolve issues - Monitor the provision of service to ensure compliance with contract and service agreements

Key dimensions

Decision making

As per delegations issued by the General Manager

Reports to

Works Coordinator





Essential requirements

- Minimum Class MR drivers licence plus proven experience in plant operation, maintenance and safety of Rollers, Backhoe and Excavators.
- Have a Safe Work NSW Construction Industry White Card or Interstate equivalent.

Capabilities for the role

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>

Below is the full list of capabilities and the level required for 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

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Adept
 Resources	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 to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Relationships Communicate and Engage	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Relationships Community and Customer Focus	Adept	<ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer-focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done