

Position Description

| | |
|------------------------|--|
| Position Title: | Plant Operator – Waste Operations |
| Classification: | Level 4 |
| Agreement: | The Shire of Broome Outside Staff Enterprise Agreement |
| Department: | Infrastructure Services |
| Location: | Waste Management Facility |
| Date reviewed: | February 2022 |

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

| | |
|--------------------|---|
| <i>People</i> | We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone. |
| <i>Place</i> | We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone. |
| <i>Prosperity</i> | Together, we will build a strong, diversified and growing economy with work opportunities, for everyone. |
| <i>Performance</i> | We will deliver excellent governance, service and value, for everyone. |

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

| | |
|---------------------|--|
| <i>Proactive</i> | Proactive, forward thinking, open-minded and innovative. |
| <i>for Everyone</i> | for Everyone; inclusive and welcoming of all people. |
| <i>Accountable</i> | Accountable, transparent and ethical. |
| <i>Respectful</i> | Respectful of everyone and everything. |
| <i>Listening</i> | Listening to people's needs and ideas; community focused. |
| <i>Sustainable</i> | Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs. |

Position Objectives

- To work efficiently and effectively as a member the waste management facility team;
- To safely and proficiently operate Shire of Broome plant and equipment;
- To undertake duties in the facility gate house and keep records as instructed;
- To ensure that Council's policies and procedures are adhered to;

Position Key Responsibilities

Corporate / Organisational:

General

- Commitment to reduce, reuse and recycle principles within the landfill;
- To maintain the landfill and resource recovery area(s) in accordance with the Waste Management Facility license requirements;
- To implement operational plans;
- To carry out landfill operations, giving consideration to: landfill design, survey controls, operational plans, guidelines and strategies;
- To perform general litter collection around the facility and surrounds including illegally dumped or wind blown waste;
- To perform general maintenance at the facility, including infrastructure, machinery and other items as they arise;
- To assist in the maintenance of the recycle/drop off area;
- To assist in other areas of works, including, operation of other equipment, general maintenance jobs, inclement weather, including cyclone, clean up (commensurate with training and licenses held) when and as requested.
- To work independently and as part of a team under limited supervision.
- To assist in the training of other staff
- To work within the weighbridge operational area as required.

Plant Operation

- To operate plant and equipment in a safe and competent manner as per Shire of Broome guidelines and training;
- To ensure the daily pre-operational checks and prescribed plant/machinery maintenance are carried out fully and all faults or defects are reported;
- To maximise the efficiency of the plant and machinery on all tasks;
- To construct and maintain landfill storm water swale drains, retention ponds and internal roads; and
- To work in conjunction with other Shire of Broome plant and machinery or external contractors to carry out assigned tasks;

Customer Service

- Provide a high level of customer service to internal and external customers
- At the weighbridge, accurately asses volumes of waste and correctly apply the Shire of Broome's Fees and Charges for waste disposal;

- Direct customers to appropriate waste or recycling disposal area;
- Educate drivers about the transportation and separation of waste;
- Answer the site telephone and promptly attend to customer enquiries in a courteous and effective manner;
- Ensure all facility users are treated in line with the Shire of Broome's values,
- Provide customer service backup as required on the weighbridge computer system at the weighbridge and correctly apply the appropriate fees and charges.

Other

- To assist with the extinguishment of any fires on the facility in accordance with the landfill operating procedure and landfill license requirements;
- Be prepared to carry out any extraordinary pre-cyclone clean-up duties of the facility as required by the Team Leader;

Organisational Responsibilities

Human Resource Management

- When required relieve positions within the department during periods of absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Act's, regulations and code of practice
- Seek guidance for all new or modified work practices to ensure safety is a high priority consideration
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the Supervisor

Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the State Records Act 2000 by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- Contributes to the achievements of the Directorate generally.
- To undertake special projects within skill base and qualifications when required.

Organisational Relationship/Context

| | |
|----------------------------|---|
| Reports to: | Waste Supervisor |
| Supervises: | N/A |
| Internal Contacts: | All Shire staff as required |
| External Contacts: | Members of the Public Consultants, Contractors and Suppliers |
| Performance Review: | Probation period – first three months of employment Performance Appraisal conducted annually |

Key Selection Criteria

Essential:

- Demonstrated competency in operation of various plant items including wheel loaders, landfill compactors, hook lift trucks and water carts;
- Ability to undertake pre operational checks and minor maintenance of heavy plant and equipment;
- Good working knowledge of safe work practices and ability to implement them.
- Good verbal communication skills;
- Proven ability to follow directions and work as a part of a team;
- Ability to work unsupervised;
- Willingness to work to a set roster including weekend shifts;

Qualifications and/or Training:

- Current Heavy Rigid ('HR') Class Western Australian Driver's License or higher
- Police Clearance:
 - To be valid within last three months – It is a requirement of this position for an applicant to provide a National Police Certificate. This certificate remains the property of the applicant; however, a notation of sighting the original certificate will be kept on the employee's personal file.
 - Western Australian Applicants are to provide a National Police Certificate via WA Police. Interstate applicants are required to provide a Federal Police Certificate via the Australian Federal Police.
- Current First Aid Certificate