

# POSITION DESCRIPTION

## PLANT OPERATOR – WASTE OPERATIONS

<b>Position Title:</b>	Plant Operator – Waste Operations
<b>Classification:</b>	Level 4
<b>Agreement:</b>	The Shire of Broome Outside Staff Enterprise Agreement
<b>Department:</b>	Infrastructure
<b>Location:</b>	Waste Management Facility
<b>Date reviewed:</b>	November 2023
<b>Approved by:</b>	Director Infrastructure

### Commitment to the Shire

#### **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 for Everyone</i>	Proactive, forward thinking, open-minded and innovative. 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 Purposes and Objectives**

- To work efficiently and effectively as a member of 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 adhere with Council's policies and procedures.

## **Position Key Responsibilities and Duties**

### **Corporate / Organisational:**

#### **General**

- Commitment to reduce, reuse and recycle principles;
- To operate 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 (in line 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 assess volumes of waste and correctly apply the Shire of Broome's Fees and Charges;
- 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

- 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 Acts, regulations and Code of Practice.
- Seek guidance for all new or modified work practices to ensure safety is a high priority consideration.
- Not wilfully 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.
- To contribute to the efficient and effective delivery of Council services.

### Organisational Relationship/Context

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

## Key Selection Criteria

### Essential:

- Current Heavy Rigid ('HR') Class Western Australian Driver's License or higher
- Demonstrated competency in operation of various plant items including wheel loaders, landfill compactors, hook lift trucks and water carts;
- Ability to undertake preoperational 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;
- Good written and oral skills with a proven ability to communicate effectively with others;
- 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;
- Fit and healthy
- Working knowledge of computers and basic operating software.
- Ability to work machines in difficult conditions such as during a fire or pre/ post cyclone event

### Desirable:

- Specific Waste Management Training Cert II or higher
- Minimum three years experience working at a landfill or in earthmoving activities;
- Proven customer service ability
- Current First Aid Certificate

Please note a valid Police Clearance within the last three months is a requirement of this position. 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.