



Murrindindi
Shire Council

Position Description

**Resource Recovery Centre
Operator - Kinglake**

Professionalism Integrity Accountability Empathy



Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.

We focus on growing our business opportunities.

Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

POSITION TITLE

Resource Recovery Centre Operator - Kinglake

JOB NUMBER

559

CLASSIFICATION

Murrindindi Council Enterprise Agreement
Band 2

GROUP

Assets & Environment

DEPARTMENT

Sustainability & Assets

APPROVED BY

Manager Sustainability & Assets

DATE

November 2023

Position Overview and Objective

The Resource Recovery Centre Operator – Kinglake will be the primary operator for the Kinglake Resource Recovery Centre (RRC) and play a significant part in Council's commitment to make a difference to our environment. The RRC Operator – Kinglake will support initiatives that aim to increase the recovery of reusable / recyclable materials and, in turn, reduce the amount of waste going to landfill.

While primarily based at the Kinglake RRC, this position may be rostered to work at any Council operated RRC site in the Shire, including the Alexandra, Kinglake West, Yea, Eildon and Marysville sites. receiving waste and recycling from residents and businesses including:

- General garbage
- Building rubble
- Green waste
- Commingled recyclables
- Metals
- Mattresses and couches
- Televisions and computers
- Other recyclable materials

Key Responsibilities

1. Provide a high level of customer service and share relevant information regarding waste and disposal options based on customer queries.
2. Receive acceptable materials and collect disposal fees in accordance with Council's schedule of charges.
3. Accurately operate and record all transactions on Council's electronic waste recording tool on tablet.
4. Undertake EFTPOS receipting and account for all materials deposited.
5. Ensure the appropriate placement of materials deposited and ensure prohibited materials are not accepted at sites.
6. Manage the appropriate clearance of materials from the sites.
7. Maintain safe, secure and clean sites.

Organisational Relationship

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|-------------------------|---|
| Reports to: | Resource Recovery Centre Overseer |
| Supervises: | Nil |
| Internal Relationships: | Coordinator Waste Management Waste Management Supervisor Landfill Operator Resource Recovery Centre Operators Council Employees |
| External Relationships: | Waste & Recyclables Collection Contractors Ratepayers General Public |

Key Selection Criteria

- Demonstrated interest in the waste management field and commitment to recycling and environmental values.
- Good physical fitness to handle heavy/awkward materials appropriate with the ability to work/walk on uneven ground and stand for extended periods.
- Ability to always undertake tasks in a safe manner with a focus on Occupational Health and Safety.
- Good numeracy and reading skills (at a successful completion of Year 12 level or equivalent).
- Ability to operate technology and equipment such as a tablet and EFTPOS machine for the purpose of receipting and management of accounts.
- Ability to demonstrate excellent customer service skills when dealing with the public.
- Hold a current Drivers Licence to enable travel between RRC site locations as required.

Essential Position Requirements

The following section outlines requirements specific to this job.

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| Enterprise Agreement | Ordinary Days and Ordinary Hours Clause 16.2 - Resource Recovery Centre, Landfill and Transfer station employee Special Engagement Clause 32.2 - rostered hours and days including weekends |
| Drivers Licence / Ability to travel | Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role |
| Physical Requirements | This role has specific physical requirements which may include a level of physical fitness or ability associated with tasks. May include manual handling activities, lifting of weights, bending, twisting, working at height, operating specialised equipment. |
| Psychological Requirements | All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control. |
| Checks | <p>Police / Criminal Record Check Yes – on commencement and during employment by self-disclosure obligation.</p> <p>Evidence of rights to work in Australia Required</p> <p>Working with Children Check Not required for this role</p> <p>COVID Vaccination In accordance with Council policy</p> |
| Matters relevant to the above checks | Access to money, assets or other financial approvals |
| Information Technology Literacy | Basic knowledge and experience in computer literacy, using Microsoft Suite and other computer programs. |
| Work location conditions | Onsite – role is required to be performed on site (due to business needs and/or customer contact requirements) |
| Outside ordinary hours of work | Role is rostered and requires availability to work on call, outside or after-hours work or on weekends/public holidays |
| Qualifications / Registrations / Licences / Memberships | As per key selection criteria |

Band 2

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| Accountability and extent of authority | <ul style="list-style-type: none"> • Perform broad tasks involving utilisation of developed skills. • Work individually or in a team under routine supervision. • Perform work within general guidelines but exercise discretion in the application of established practices and procedures. • May assist others in the supervision of work of the same or lower band. • Be responsible for and assure the quality of the work. • May assist in providing on-the-job training based on skill and experience. |
| Judgment and decision making | <ul style="list-style-type: none"> • Undertake work which is clearly defined with established procedures, well understood or clearly documented. • Use some originality in approach and apply solutions based on previous procedures and practices. |
| Specialist knowledge and skills | <ul style="list-style-type: none"> • Work to a plan • Where applicable, estimate and order materials, undertake basic administrative / professional skills. |
| Management skills | <ul style="list-style-type: none"> • Not applicable |
| Inter-personal skills | <ul style="list-style-type: none"> • Use oral communication skills and where appropriate written skills, with clients, members of the public and other employees. |
| Qualifications and experience | <ul style="list-style-type: none"> • Undertake relevant experience/on-the-job training appropriate to the requirements of work in this Band. |

Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country.

We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

Organisational Responsibilities

Code of Conduct - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

Values – demonstrate and model Council’s values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

Customer Service – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

Diversity, Equity and Inclusion – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

Safeguarding children, young people and vulnerable community members – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

Workplace Health, Safety and Wellbeing – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

Environment & Sustainability – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



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