

# INFORMATION PACKAGE

Shire of East Pilbara

## Waste Facility Attendant

Job code: #227

Permanent, Part Time | Newman | Living Allowance up to \$15K per annum

### Make it your own!

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to work for a visionary Chief Executive Officer.

Join the journey to creating the incredible as our **Waste Facility Attendant**. As part of the Waste Services team and under the guidance of the Site Supervisor, this position is responsible for front-line customer service at the Shire's waste sites. The role is required to inspect incoming loads, direct customers to the correct areas, calculate and collect gate fees, record waste types, and stockpile-management in accordance with the Department of Water and Environmental Regulation (DWER) site licence.

### You will be:

- Able to follow directions, work autonomously and as part of a team to meet delivery outcomes
- Able to demonstrate strong customer service ethic and skills and perform manual tasks
- Experienced in, or able to learn, provision of sorting services in an industrial environment
- Available to work on weekends when required
- Current 'C' Class Western Australian Driver's Licence or higher

### Remuneration and Benefits:

- Salary base between \$55,500.00 and \$64,000.00 (pro-rata),
- 15.5% Employer Superannuation Contribution (subject to Employee Contribution),
- Living Allowance up to \$15,000.00 (pro-rata),
- Minimum of 44 hours per fortnight (Includes weekend work and applicable penalties),
- 5 weeks Annual Leave plus one Rostered Day Off every 19 working days,
- Discount on gym, recreation and aquatic centre memberships.

**Make this role your own** in the heart of the Pilbara where the extraordinary happens. Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART - Honesty, Excellence, Accountability, Respect and Teamwork**.

### To Apply

Please submit a current Resume and Cover Letter addressing the **Essential Criteria** in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Information Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing [recruitment@eastpilbara.wa.gov.au](mailto:recruitment@eastpilbara.wa.gov.au).

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

### Closing date:

Applications for this position are open until a suitable pool of candidates is received. This means this vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

For enquiries relating to the application or recruitment process, please contact **People & Culture** on (08) 9175 8000 or [recruitment@eastpilbara.wa.gov.au](mailto:recruitment@eastpilbara.wa.gov.au). For role specific enquiries, please contact **Mathew Pennington – Manager Waste Services** on (08) 9176 8000.

[www.eastpilbara.wa.gov.au](http://www.eastpilbara.wa.gov.au)

*Canvassing of Councillors or Selection Panel Members will disqualify your application.*

Shire of EAST  
**Pilbara**  
THE HEART OF THE PILBARA

# POSITION DESCRIPTION

Shire of East Pilbara

## Position Title

Waste Facility Attendant

## Directorate

Infrastructure Services

## Reports to

Waste Facility Supervisor

## Position Number

#227

## Position Level

LGIA 2/3

### Position Summary

The Shire of East Pilbara is committed to delivering successful and efficient Waste Management Facilities. As part of the Waste Services team and under the regular guidance of the Site Supervisor, this position is responsible for front-line customer service at the Shire's waste sites. The role is required to inspect incoming loads, direct customers to the correct areas, calculate and collect gate fees, record waste types, and stockpile-management in accordance with the Department of Water and Environmental Regulation (DWER) site licence.

### Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and "values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Actively contributing towards efficiency and quality of service, as directed;
- Proactively report and mitigate risks.

### Role Accountabilities

#### Customer Service & General Duties

- Provide quality customer service and direction on refuse disposal at the Waste Facility.

- Inspect loads to ensure waste complies with licence requirements (eg. check loads for asbestos, oil, tyres, batteries, chemicals and other hazardous goods).
- Accurately assess volumes of waste and correctly apply the Shire's Fees and Charges for waste disposal.
- Process Cash and EFTPOS payments for Waste fees and charges.
- Educate drivers about the transportation and separation of waste.
- Operate weighbridge and direct customers to appropriate disposal areas.
- Comprehend and carry out duties in accordance with DWER Licence requirements.
- General housekeeping/cleaning duties of gatehouse and site as required.
- Assist other team members, as required.
- Perform general maintenance at the facility during closure or other periods as instructed.
- Foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- When required, relieve other positions within the department during periods of absences, within own skills set/abilities.
- Answer the site telephone and promptly attend to customer enquiries in a courteous and effective manner.
- Ensure all facility users are treated with respect, integrity, transparency and courtesy, and that there is communication in line with the Shire's values.



- Assist with extinguishing of any fires on the facility in accordance with the operating procedure and the license requirements.
- Be prepared to carry out any extraordinary pre-cyclone clean-up duties of, and at, the facility as required by the Supervisor.
- Any other duties consistent with the scope and level of this position as required and directed by the Supervisor.

#### **Administration**

- Maintain administrative records as required in a neat and efficient manner.
- Receipt of monies for waste disposal.
- Daily reconciliation of monies and float.
- Schedule and prioritise tasks to maximise efficiency and minimise interruption.
- All other administrative duties that may be required as a part of the role.
- Comply with the State Records Act 2000 by ensuring all documentation is appropriately recorded and stored in the Shire's Record Management System and reports relating to waste are received and distributed in accordance with policies and procedures.
- Maintain waste registers.

#### **Safety & Health**

- Work safely at all times, ensuring compliance with all relevant statutory obligations, regulations and codes of practice.
- Seek guidance for all new or modified work practices to ensure safety is a high priority consideration.
- Contribute to a cooperative environment ensuring the health or safety of every person on the site is not placed at risk.
- Ensure any hazardous conditions, near misses, injuries, and incidents are reported immediately to the Supervisor and take appropriate action in accordance with established procedures.

- Participate in, contribute and demonstrate personal commitment to, safe practice and environmental awareness.
- Raise, discuss and resolve safety issues at regular meetings.
- Contribute to the development of site procedures and Safe Work Method Statements (SWMS).
- Communicate with Site Operators to comply with WHS requirements.

#### **Selection Criteria**

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

#### **Essential Criteria**

(to be considered for this role you must demonstrate the following skills and experience)

- Strong customer service ethic and skills
- Ability to follow directions, work autonomously and as part of a team to meet delivery outcomes
- Ability to perform manual tasks
- Developed time management and organisational skills
- Experience in, or ability to learn, provision of sorting services in an industrial environment
- Basic computer skills and good literacy skills (High School Yr 12 equivalent)
- Current 003 First Aid Certificate or willingness to obtain
- High level of accuracy and attention to detail
- Written and oral communication skills with a proven ability to communicate effectively with others
- Good working knowledge of safe work practices and ability to implement them at all times
- Current 'C' Class Western Australian Driver's





- Licence or higher
- Current Immunisations (Hepatitis A, B, COVID, and Tetanus), or willingness to obtain
- Willingness to work in unpleasant conditions such as during a fire or pre or post cyclone event
- Ongoing availability including availability to work on weekends

#### Desirable Criteria

- Developing knowledge of waste site procedures and acceptance of waste
- Minimum three years' experience working at a landfill or in earthmoving activities

- Licences and competencies for abovementioned plant
- Developing knowledge of Controlled Waste legislation
- Current Heavy Rigid ('HR') Class Western Australian Driver's Licence or higher
- 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

## Remuneration details

### Award

Employment conditions in accordance with the Local Government Officers' (Western Australia) Award 2021.

### Cash salary component:

- Base salary between \$55,500.00 and \$64,000.00 (pro-rata).
- Living Allowance up to \$15,000 (pro-rata) is paid as per the Shire's policy and may be subject to change.
- Superannuation includes: 10.5% Superannuation Guarantee plus additional 5% subject to an employee contribution of 5%. The combined total of the Shire of East Pilbara contribution shall not exceed 15.5 % of the specified salary.

### Hours of Work:

- Minimum of 44 hours per fortnight (Includes weekend work and applicable penalties).

### Accommodation:

- Shire accommodation is not provided with this position.

### In addition:

- Uniform allowance of \$440 per annum
- 5 weeks annual leave and Rostered Days Off
- Long Service Leave - Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance - Following twelve (12) months completion of service one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.

### Other Benefits and services:

- Discounts for staff for the use of recreation and aquatic center facilities as per council policy.
- Free health and fitness assessments by qualified staff at the recreation centre.
- Professional development is encouraged and promoted by providing staff training as necessary and attendance at seminars/conferences is also supported.

# INFORMATION FOR APPLICANTS

## Shire of East Pilbara

### Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

### General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

### Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

### Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

### Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

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### About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.