

POSITION DESCRIPTION

POSITION TITLE	Resource Recovery General Hand - WTS
DIRECTORATE - SECTION	Asset Services – Waste & Fleet Services
LEVEL - EBA	4 - Operational
RESPONSIBLE TO	Team Leader Resource Recovery

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

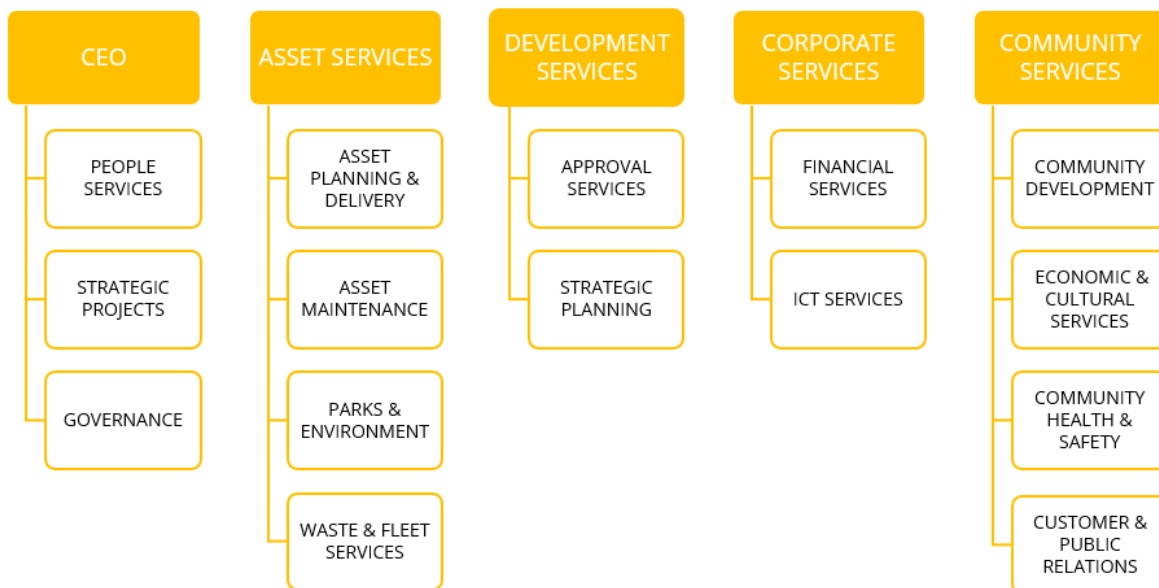
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

To perform waste removal duties, facilitate bin installation and deliveries, various works maintenance as directed by Team Leader Resource Recovery. To foster a culture of innovation and excellence through continual team and process improvement.

KEY RESULT AREAS

RESOURCE RECOVERY

- Complete manual tasks in an efficient timely manner as directed by Supervisor Resource Recovery, Team leader and Crew Leader.
- Monitor and sort different waste streams on site at Transfer Station
- Assist Residents
- Capture data relating to incoming and out-going waste streams.

OPERATIONAL SUPPORT

- Where appropriate, traffic control.
- Set priorities and monitor workflow for own daily work allocation.

CUSTOMER SUPPORT

- Proactively maintain and further foster excellence in customer service values and culture throughout the City, with a consistently positive image of Council being promoted to the community.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Possession of construction safety awareness card "White Card".
- Basic Worksite Traffic Management and Asbestos Awareness/Handling are desirable.

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- Ability to identify and sort waste streams
- Understanding of how to complete Job Safety Analysis forms
- Ability to complete designated tasks within set time frames
- Gate house duties, EFTPOS reconciliation
- Basic computer skills preferably MS Word, Office and Excel
- Literacy and numeracy skills
- Good communication skills
- Ability to present a professional attitude to residents and deal with complaints in a positive manner

- Team player as well as an ability to work independently and unsupervised
- Experience in Occupational Safety and Health Regulations.

DESIRABLE KNOWLEDGE/SKILLS CRITERIA

- Traffic Management
- Sound knowledge of waste and recycling streams

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- The ability to use computers to read, analyse and produce written materials.
- Cognitive and psychological abilities required to problem solve (guidance for complex problem solving is available).
- Constant, repetitive walking, squatting, kneeling, bending, standing and negotiating uneven ground & level surfaces.
- Intermittent sitting & standing/bending/trunk rotation.
- Carrying equipment and assisting others.
- Loading, reaching and preparing vehicle for daily activities.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current C class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Supervisor Waste Services

DATE PD REVIEWED/APPROVED: 27 September 2024
