



ENERGISE YOUR CAREER

BE PART OF OUR WORLD



**POSITION
DESCRIPTION**



POSITION DESCRIPTION



| | | | |
|-----------------------|--------------------------------------------|-------------------------|------------------------------------------------------------------------|
| POSITION TITLE | Waste Management Officer | CLASSIFICATION | Level Three (3) |
| DIRECTORATE | Water and Waste | AWARD STREAM | Queensland Local Government Industry Award – State 2017 Award Stream B |
| DEPARTMENT | Waste Services | REPORTS TO | Team Leader, Moranbah and Clermont |
| POSITION NO. | 83,007.00, 83,010.00, 83,012.00, 83,019.00 | LAST REVIEW DATE | September 2023 |

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km² comprising 120km of Great Barrier Reef coastline and extending over 400km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. Our residential population of 24,275 is made up of families, young people, resources and agriculture sector workers, retirees and sea/tree changers spread across 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middlemount, Moranbah, Nebo and St Lawrence. It also includes the smaller communities of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie. Our region is exposed to a range of global influences and drivers which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is heavily invested in growing our cultural leadership capability to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

B. DEPARTMENT SUMMARY:

The Waste Services ensures an integrated approach to internal organisational services across the organisation. The Waste Services department is responsible for the operation of Council's Waste Management Facilities to ensure compliance and legislative requirements are met.

C. POSITION SUMMARY:

The Waste Management Officer (WMO) is responsible for the provision of customer service at the Moranbah Waste Management Facility and for the timely and efficient input of data, and the safe operation of the weighbridge to ensure compliance with environmental license and legislation conditions. The WMO is also responsible for the general maintenance, litter collection and checking storage areas at the Moranbah Waste Management Facility. The officer position is a rostered position that includes alternate weekend work. The ability to be able to work some overtime as directed is a requirement of the role. There will be occasions when the WMO will be required to travel to other Waste Management Facilities to provide customer service functions.

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D. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Provide customer service functions at the site weighbridge.
2. Direct customers to the correct disposal areas and charge appropriate fees for Waste Management Facility usage.
3. Process sales of second hand goods through the Mandalay software program.
4. Process all movements of waste on, into and out of the site via the Mandalay software program.
5. Undertake labouring duties such as storing recyclables, litter pick-ups and general site maintenance.
6. Complete paperwork and documentation for licence compliance, financial compliance and record keeping purposes.
7. Maintain Waste Management facilities ensuring stockpiles are safe, tidy, signposted and vegetated are presentable as directed.
8. Assist with the sorting of general household, commercial and construction waste where practicable and identify items for recycling, reuse and resale.
9. Actively participate in safety interactions and conduct contractor/visitor site specific inductions as required.
10. In accordance with Councils Fitness for Work Procedure. Your role has been identified as at risk of workplace illnesses from potential exposure to Hepatitis B virus. You will be required to undergo vaccinations to prevent these illnesses;
11. Assist with the movement or transport of waste onsite and to other sites as required.
12. Travel to other waste management facilities in the Region to provide cover for staff absences.
13. Undertake any other duties as reasonably directed within the limits of the employee's skills, competence, and training.

E. KEY COMPETENCIES:

Knowledge and skills

Essential

1. Demonstrated customer service and EFTPOS transaction experience is essential.
2. Intermediate computer skills and ability to become proficient in Council's Mandalay Waste data system.
3. Knowledge and understanding of recyclable, resalable items/products.
4. Good interpersonal, communication and organisational skills are essential.
5. Demonstrated history of working in a rostered team environment.

Experience

1. Experience in customer service in a multiservice environment.
2. Experience in performing light labouring duties.
3. Experience and knowledge of Microsoft Office suite of programs.
4. Experience in traffic management.
5. Demonstrated experience working autonomously.
6. Previous experience working to a roster would be advantageous.

Qualifications

1. Blue/White Construction Card.
2. The role requires the possession of a current C Class Open Australian Drivers Licence.

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F. PHYSICAL DEMAND CATEGORY:

- Sedentary Work
- Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
- Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
- Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

Audio-Visual Demands:

- Depth Perception
- Colour Discrimination
- Peripheral Vision
- Hearing (Avg)

Specific Actions Required:

This job may include:

- | Standing/Walking | Sitting | Driving |
|-----------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional |
| <input type="checkbox"/> 1 - 4 Hrs | <input checked="" type="checkbox"/> 1 - 4 Hrs | <input checked="" type="checkbox"/> 1 - 4 Hrs |
| <input checked="" type="checkbox"/> 4 - 6 Hrs | <input type="checkbox"/> 4 - 6 Hrs | <input type="checkbox"/> 4 - 6 Hrs |
| <input type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs |

Work Environment:

- | Attribute: | Yes | No |
|---------------|-------------------------------------|-------------------------------------|
| Chemicals | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Cold | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dampness | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Fumes/Gases | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heat/Humidity | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Heights | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Noise | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Repetitive Motions:

- Simple Grasping
- Fine Manipulation
- Pushing & Pulling
- Finger Dexterity
- Foot Movement

This Job Will Require:

- | Manoeuvre | Frequent | Occasional | None |
|-----------|--------------------------|-------------------------------------|--------------------------|
| Bending | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Squatting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Climbing | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Twisting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reaching | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

G. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.



H. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Others authorities and responsibilities include the following:

1. Take reasonable care for their own health and safety.
2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

Equipment Operated

1. Computer, motor vehicle

I. RESPONSIBILITIES:

Corporate Responsibilities

Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
 - a. is in line with the expectations of Council as specified in the Code of Conduct, and
 - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a. Integrity and Impartiality
 - b. Promoting the Public Good
 - c. Commitment to the system of government
 - d. Accountability and transparency

Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

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Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

J. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

K. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.


| | EMPLOYEE | DEPARTMENT MANAGER |
|-----------|----------|--------------------|
| NAME | | |
| SIGNATURE | | |
| DATE | | |



POSITION DESCRIPTION

Isaac Regional Council

We're delivering in a changing world




OUR VISION

Helping to energise the world.
A region that feeds, powers and builds communities, now and for the future.



OUR GOAL

To pursue long-term sustainable futures for Isaac's communities.




OUR VALUES



COMMUNITY FOCUS

We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.


We will continuously improve how we address those needs to help future-proof our region.



TEAMWORK

We expect respectful relationships in our work together, to achieve.


We cultivate commitment through shared purpose, to create value.



CARING

We are committed to working safely and caring for the safety and wellbeing of our people and communities.

We believe that people matter.



POSITIVE WORK ETHIC

We do our best every day to have pride and enjoyment in our work.

We display accountability, transparency, procedural consistency and integrity.

We seek the highest possible practical outcomes in everything we do.

We practice the knowledge that how we do things is just as important as what we do.

At Isaac, the how matters.