



Shire of Wandering
Position Description

Waste Services Operator

SHIRE VALUES ADAPTABILITY - PERSEVERANCE - ACCOUNTABILITY - DILIGENCE

POSITION TITLE	Waste Services Operator
DEPARTMENT / SERVICE AREA	Technical Services
INDUSTRIAL AWARD	Local Government Municipal Employees Award 2025
CLASSIFICATION	Level 4 – 4A (depending on experience by contractual arrangement)
POSITION REPORTS TO (ROLE)	Operations Manager
SUPERVISION OF:	Transfer Station Attendant
LAST DATE PD REVIEWED	30 APRIL 2026
LINKS TO CORPORATE PLAN OBJECTIVES	PROVIDE STRONG LEADERSHIP Service level plans detail operational roles, responsibilities and resources.

POSITION CERTIFICATION DATE: 8 MAY 2026

APPROVED BY: DR. ALISTAIR PINTO, CHIEF EXECUTIVE OFFICER

SIGNED:

REMUNERATION DETAILS:

Hourly Rate \$38.34 - \$39.94 (inclusive of loading)
Adverse working allowance \$34.82 (per week)
Performance allowance up to \$2500 annually (based on outcome of annual performance reviews)
Over time, as approved
Training and development opportunities relevant to the role
Employee Health and Wellbeing Program and access to the Employee Assistance Program

Employment Base:

CASUAL

Hours Of Work:

15 hours per week this includes weekends and some public holidays.
Wandering Transfer Station opening hours: Sundays 8am to 4pm and Mondays 8am to 3pm

Superannuation:

- a) Superannuation Guarantee 12%
- b) Matching up to an additional 5%

POSITION OBJECTIVES

To assist in the delivery of the waste management services of Council where designated including but not limited to –

- Transfer Station operation and maintenance.
- Care, control, management and operation of all plant, machinery and other vehicles used in waste management activities.

KEY RESPONSIBILITIES AND DUTIES

WASTE COLLECTION	<ul style="list-style-type: none">• Controlling various tipping areas through active monitoring of vehicle activity at the Wandering Refuse Disposal Site, ensuring that prohibited items are not accepted and that responsibility for conditionally accepted items is maintained.• Maintaining a tidy, safe and efficient site with the use of Shire plant and equipment• Recording and collection of tipping dockets, tip fee payments and other data for waste reporting.
OTHER	<ul style="list-style-type: none">• Other duties as directed by the Operations Manager or CEO.

REQUIREMENTS OF THE POSITION

The following skills, knowledge and experience are needed to perform work at this level.

- Maintains a high level of customer service delivery.
- Open and prepare the Transfer Station for daily operations in accordance with scheduled hours.
- Collect fees and direct customers to the various unloading points for each type of refuse.
- Provide assistance to customers during unloading activities, where required, in accordance with Work Health and Safety guidelines.
- Keep recycling bays neat and tidy and without contamination.
- Appropriately dispose of any loose objects and/or materials within the confines of the waste depot fenced perimeter. Implement rodent, pest and weed control measures on a regular basis.
- Assist in co-ordinating Drum Muster program.
- Keep daily records relating to the waste transfer facility.
- Maintain Council waste management equipment (service, grease, wash, etc.)
- Report any problems with the Transfer Station or waste management vehicles/equipment to the Works Manager in a timely manner.
- Resolve customer enquiries relating to the Waste Transfer Station.
- Attend team meetings when required.
- Occasional collection of waste from Shire littler bins as arranged with the Operations Manager.

EXTENT OF AUTHORITY

- Operates under the general direction of the Works Manager and freedom to make decisions in accordance with Shire and waster transfer policies and procedures.
- Exercises a degree of autonomy within delegation, which is governed by the position role and responsibilities and relevant policies.

CORPORATE ACCOUNTABILITY

- Comply with the Shire's Code of Conduct, policies and procedures.
- Comply with Shire's Equal Employment Opportunity policy.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role / position.
- Exercise discretion and maintain confidentiality in dealing with customer issues.

OCCUPATIONAL SAFETY AND HEALTH STATEMENT OF OUTCOMES

While at work employees, including contractors and volunteers will be expected to comply with safe working practices in accordance with the relevant standards and regulations of the *Work Health and Safety Act 2020*.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

Applicants are expected to comply with the Equal Opportunity Act 1984 (WA) and support a workplace that is inclusive and free from discrimination.

ORGANISATIONAL RELATIONSHIP



INTERNAL & EXTERNAL LIAISON



SELECTION CRITERIA

ESSENTIAL

The following skills, knowledge and experience are suitable to perform work at this level.

- Good customer service skills.
- Good verbal and written communication skills.
- Ability to work with limited direction, self-motivated with good time management skills
- High school education or relevant related experience and training
- Hold a current national "C" minimum class driver's licence or higher
- Hold a National Police Certificate (no more than 6 months old)

DESIRABLE

- Proven ability to safely operate and appropriate licences for driving a tractor.
- Experience in the waste and recycling industry; in particular the operation of Waster Transfer Stations and Landfills and use of waste equipment and plant is preferred.
- Appropriate certificates of competency for various plant commonly used for maintaining infrastructure assets.

The performance of this position will be assessed on the following criteria:

- The standard and timeliness of work performed in respect to allocated duties
- The appropriate level of care exercised in the operation and maintenance of plant
- The maintenance of good relations in dealing with customers and other employees
- The observance of occupational health and safety requirements
- Personal conduct and ethical behaviour in all transactions.

PHYSICAL REQUIREMENTS OF THE POSITION

- Sitting / standing for periods of time, ergonomics, lifting, bending.

BEHAVIOURAL COMPETENCIES

- Desire to provide exceptional customer service.
- Willingness to learn new skills.
- Ability to work as a team member and
- Friendly, discrete and punctual.

GENERAL INFORMATION

This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.