



POSITION DESCRIPTION

Position Title	Waste and Organics Operator - Organics
Position Code	7202
Directorate	Community & Infrastructure
Work Group	Field Services
Position Classification	Band 3
Effective Date	November 2024

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport, and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 To ensure the Organic Processing Facility provide safes a safe and effective operation meeting environmental standards.

1.2 This position will assist in the operation and maintenance of the Organic Processing Facility in accordance with EPA requirements and RCoW guidelines to ensure the effective and efficient operation of the site.

2. Working Relationships

Reports to	Supervisor – Waste & Organics Operator - Organics
Supervises	N/A

3. Key Responsibilities

- 3.1** To work within and contribute to a multi-skilled team environment.
- 3.2** Ensure the efficient and safe operation of recycling equipment machinery and plant.
- 3.3** Monitor and actively manage the flow of kerbside Food Organics and Garden Organics material through the facility.
- 3.4** Actively conduct routine activities to ensure minimisation of contamination.
- 3.5** Conduct regular inspections and maintenance of plant, facilities, and equipment.
- 3.6** Assist with troubleshooting and resolving operational issues.
- 3.7** Maintain accurate records and reports and monitoring data related to production and safety.
- 3.8** Proactively implement site control measures to ensure compliance with EPA requirements.
- 3.9** Collaborate with supervisor and team leader to improve processes and increase efficiency.
- 3.10** Commit to organisational health and safety standards and deliver professional standard of service.
- 3.11** Work in other areas of the waste unit as required (ie Transfer Station, Landfill Operation, Kerbside Collection Service)
- 3.12** Willingness to undertake relevant training as required by the organization.
- 3.13** Participate in the review of operational procedures as directed and attend toolbox meetings as required.

4. Core Physical Requirements

- 4.1** Capacity to sit/drive, operate plant & equipment for periods up to 3 hours.

4.2 Good level of physical fitness.

4.3 Capacity to bend the knees, step up and down from plant & equipment frequently.

4.4 Capacity to work in an outdoor environment for varying periods of time.

4.5 Capacity to walk on uneven surfaces.

5. Accountability and Extent of Authority

5.1 Accountable for ensuring the weighbridge is operational.

5.2 Authorised to direct customers using the facility.

5.3 Accountable for assisting the Supervisor in maintaining the Organic Facility and its surrounds in a neat, tidy, and presentable condition.

5.4 Accountable for ensuring that all dealings with the customers are carried out in a friendly, courteous, and cooperative manner.

5.5 Accountable for fulfilling obligations under the EPA licence conditions, OH & S Act and relevant regulations and Council's OH&S Policy, observe safe work practices, report unsafe conditions or practices to the Supervisor.

5.6 Authorised to take appropriate action to ensure own and public safety.

6. Judgement and Decision Making

6.1 Work performed requires some originality in approach using previously encountered procedures and practices. Guidance and advice will be available from the Supervisor.

6.2 Tasks are undertaken using established procedures and are clearly defined within service agreements.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Understanding of EPA requirements & Organic operations.

7.1.2 Ability to recognise dangerous goods or hazardous substances eg asbestos, toxic chemicals and liquid waste in accordance with EPA licence conditions.

7.1.3 Understanding of procedures and processes associated with Organic Processing practice.

7.1.4 Demonstrated ability to operate mechanical plant in a safe and efficient manner including loader and general equipment.

7.1.5 Mathematical skills to enable determination of quantities and fees.

7.1.6 Basic understanding of computer operations & knowledge of Microsoft applications.

7.2 Management Skills

7.2.1 Ability to work with limited supervision.

7.2.2 Ability to effectively and efficiently utilise resources.

7.3 Interpersonal Skills

7.3.1 Good communication skills both verbal and written.

7.3.2 Ability to liaise with customers and contractors.

8. Qualifications and Experience

8.1 An understanding of waste management practices

8.2 Previous experience working to the requirements of EPA licence conditions or willingness to learn about the licence requirements.

8.3 Demonstrated experience in the use of heavy earthmoving equipment.

9. Key Selection Criteria

9.1 An understanding of waste management practices and awareness of landfill operation.

9.2 Motivated to deliver effective and efficient operations at Council's landfill site.

9.3 Ability to liaise with customers and contractors providing quality customer service.

9.4 Demonstrated ability to work cooperatively as part of a team.

9.5 Demonstrated ability to provide and maintain a safe worksite and carry out works in accordance with OH & S regulations and policies.

9.6 Basic understanding of computer operations & knowledge of Microsoft applications.

9.7 Loader Licence is also highly regarded.

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
