

POSITION TITLE:	Resource Recovery Attendant - Duaringa
POSITION NUMBER:	10484
AWARD:	Queensland Local Government Industry (Stream B) Award – State 2017
ROSTER	Your hours of work each week will be on a roster arrangement.
AWARD CLASSIFICATION:	3
REPORTS TO:	Supervisor Waste Services
DEPARTMENT:	Communities

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

The Resource Recovery Attendant is required to undertake labouring and maintenance duties at Council's waste facilities to deliver a high quality service. This role is on a roster basis and requires travel between sites.

KEY RESPONSIBILITIES IN THIS ROLE

1. **Operations.** Undertake all works and practices having the highest regard for the environment and in accordance with accepted environmental and waste management standards.
2. **Tasks.** Completion of day to day tasks as instructed, including physical and manual work activities.
3. **Customer service.** Foster a customer focused culture within the unit so that members of the public and other employees receive a responsive and professional service that meets or exceeds their expectations.

- 4. Teamwork.** Working collaboratively across the organisation, sharing knowledge and experiences. Identification of potential opportunities for innovation and improving the efficiency and effectiveness of Council's operations.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting manager.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Ability to operate waste management equipment on a daily basis.

Desirable:

- Experience using computer programs including payment and record keeping systems.
- Sound knowledge of relevant waste management and environmental legislation.
- Knowledge of landfill and waste transfer station operations.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Minimum of Queensland C class provisional drivers licence.
- General Construction Induction Card

Desirable:

- Queensland HR drivers licence
- Statement of attainment/ticket for Roller and Front End Loader and/or Excavator

KEY SELECTION CRITERIA

1. Demonstrated ability to deal with customers in a professional and courteous manner.
2. Being able to demonstrate flexibility and be adaptable to various work functions, roster and work locations.
3. Ability to exercise sound judgement with complaints and notify your supervisor of such interactions.
4. Demonstrated ability to undertake physical tasks associated with the position.
5. Work according to safe work procedures and undertake necessary training to ensure regulatory compliance is met and zero harm is achieved.

CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety Act, 2011*.

4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical and functional assessment including drug & alcohol testing.
- Reference checks.

CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	1
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	1
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	1
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	1
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	1
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	1

Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	1
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	1

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Recruitment' – 'How to Apply'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said licence/qualification.

Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date
