



SHIRE OF NORTHAMPTON

KALBARRI REFUSE SUPERVISOR

POSITION DESCRIPTION

- 1. Position** – Kalbarri Refuse Supervisor (Permanent Part Time)
- 2. Location** – Position is based in Kalbarri.
- 3. Position Objectives**
 - To assist the Environmental Health Officer (EHO) and the Executive Manager of Community Development and Regulation (EMCDR) in coordinating and providing effective operation of the Kalbarri Landfill and Transfer Station, including some recycling.
 - To undertake duties to oversee and coordinate the day-to-day operations and other associated works required at the Kalbarri Landfill and Transfer Station Site.
- 4. Job Criteria.**
 - 4.1 Essential Duties.**

General Site Duties -

1. To ensure the site is open and closed as per the listed Hours of Duty;
2. Commence duties at the refuse site 30mins prior to opening and after closing, this provides “public free” time to inspect areas of the refuse site and carry out any necessary clean up and windblown litter pick up, ensure that all customers have left the site, etc;
3. Maintain the Transfer Station, including areas adjoining the putrescible/household waste and cardboard bins and the area adjoining the bulk transfer bins, in a clean and organised manner at all times, this includes sweeping sand and debris from the concrete base and raised platform adjoining the bulk bins;
4. Maintain all buildings at the site in a clean and hygienic condition at all times and report all or any damage or maintenance requirements to the EHO or EMCDR in writing;
5. Maintain the site office in a clean and professional manner, not to be used as a salvage store room and to be maintained in a clean and uncluttered condition at all times;
6. Maintain the reuse/recycling storage area in a tidy and uncluttered manner and in such a manner as to encourage the purchase of reuse items that are in reasonable and saleable condition. Monies from the sale of these items are to be receipted as “Sales from Reuse Shed” and the money taken to the Shire office for banking;
7. Adapt to change/modification of duties as requested, and make suggestions on how to improve the general operation of the site.

Public/Users Duties -

8. Encourage and advise all customers to have rubbish covered and adequately secured when travelling to the refuse site;
9. Check and inspect all loads of rubbish/refuse for asbestos, oil, tyres, batteries, chemicals and other hazardous goods and direct the user to the appropriate disposal area for those materials that are accepted at the site;
10. Ensure that persons entering the site do not scavenge or otherwise remove any refuse or any other material from the site without the Supervisor's permission;
11. Ensure persons using motor vehicle and truck tyre dump area are disposing of the tyres in a manner that does not hinder the future loading and disposal of tyres;
12. Monitor the green waste disposal area to prevent contamination from other types of rubbish/refuse;
13. Maintain a list and fee structure on suitable items for sale from the reuse/recycling area/shed;
14. Ensure that all trailers, utilities, trucks or receptacles used to transport refuse to the site are inspected and guidance provided on the appropriate areas of disposal and the required fees charged, plus offer assistance to the public if required (eg to back a trailer, get un-bogged in soft sand, managing heavy or large items, etc);
15. Foster and encourage adequate separation of aluminium, steel, plastics, and glass waste types to maximise recyclable potential (work in conjunction with Councils' waste removal contractors).
16. Advise public of the Fees to dispose of waste items; receive cash from public and issue them with a receipt; otherwise take details and write up a docket for the Shire office staff to issue an invoice to the company or person.

Other Duties -

17. Pick up litter from site access roads to ensure the disposal site appears tidy to users at all times;
18. Ensure all windblown and spillage waste from bulk transfer bin area and any other area in the site, is picked up regularly during the days duties;
19. Ensure chains, safety rails, signs and barriers are in position on the transfer loading ramp at all times;
20. Monitor the old paint, cardboard, mattress and motor vehicle tyre bulk bins to ensure no contamination or misuse occurs);
21. Ensure adequate signage is provided and maintained to ensure clear direction to the users of the site (advise the EHO or EMCDR of the requirement for any new or upgrading of signage with a list and details of the signage required);
22. Shift signage as required to ensure the efficient and safe management of the site at all times;
23. Install and maintain temporary/removable fencing/ropes to provide protection, guidance and direction to refuse site users;
24. Collect all fees and charges and issue receipts to patrons in accordance with the Schedule of Fees as approved by the Northampton Shire Council and deposit all monies collected at the Kalbarri Office of the Shire of Northampton each Monday and Friday, or more often as required;
25. As you are Councils' representative at the site you are to conduct yourself in a polite, helpful and pleasant manner at all times and offer assistance, direction and advice as and when required to ensure the safe and efficient management and running of the site;
26. As you are a Council employee at the site you are required to wear the appropriate clothing as provided and maintain the clothing in an appropriate manner and present to the general public in a clean and professional manner;
27. Maintain daily time sheets as directed by the EHO;
28. As directed by the EHO maintain and keep records of the number of users, types of waste disposed, type and size of vehicles used, approximate volume of waste, date

of disposal, surname and area the person disposing of waste resides i.e. Kalbarri, Perth, Mandurah, Sorrento, etc;

29. Daily check the Council supplied generator to ensure that it is mechanically sound, is in good working order, that it has adequate volume of fuel and oil in each reservoir before turning it on, and that there is adequate additional fuel and oil on-site to operate the generator during the day. If there are any repairs or maintenance required, these are to be reported to the Council's mechanic or the Kalbarri works leading hand as soon as practicable;
30. Undertake any other duties as you may be directed from time to time.

NOTE: As the Refuse Supervisor you have the only scavenging rights at the Kalbarri Landfill Site. This is restricted to metals other than old vehicles and scrap steel that is brought to the site, so metals such as aluminium and copper wire you can salvage. You can also salvage the car/vehicle batteries; as well as any containers received at the site that can be part of the "Containers for Change" System and that are put into cages or the like not already designated for an organisation. The monies you receive from the sale of these items is yours and does not need to be declared to the Shire.

Salvaging activities can occur during working hours, however, they cannot occur at the detriment of your work duties. Shire's work must always take precedence.

4.2 Essential Work Skills & Knowledge

4.2.1 Skills -

1. Basic oral and written literacy and numeracy skills;
2. Communication skills to deal with the general public, Shire Depot staff and other Shire Staff.
3. Hold a current 'C' class driver's licence.

4.2.2 Knowledge -

1. Developing a knowledge of Council organisation, operation and general procedures that impact on the Kalbarri Landfill and Transfer Station;
2. An understanding of Occupational Health and Safety, Equal Opportunity and Welfare Legislation and Regulations; and
3. Understanding and basic knowledge of recycling process and suitability of certain waste items for recycling.

4.2.3 Desirable Duties / Work Skills.

1. Hold a current 'HR' class licence (preferred but not essential).
2. Hold a current First Aid Certificate.
3. Hold a current Safety Awareness Training Card – Blue or White Card.
4. Must have a current Police Clearance.

5. Work Requirements – General

1. To be physically fit for the above-mentioned duties and be prepared to undertake a pre-placement medical including drug and alcohol screening at the Shire's expense and nominated Doctor. (This will need to be undertaken prior to appointment and start of works).
2. Capable of being able to identify works to successfully discharge the job duties and be able to complete works.
3. Ensure contact is maintained with the Supervisor and Management regarding on job progress etc.

6. Supervision

1. Report to – Environmental Health Officer.
2. Overall responsible officer – Executive Manager Community Development and Regulation.
3. This position is required to use initiative / judgement within the confines of the standards, procedure, and Council policies under supervision of the council management.

7. Hours of Duty

60-hour fortnight worked. The current operating hours for the Kalbarri Landfill and Transfer Station are:-

9:00am to 2:00pm on Mondays, Wednesdays and Fridays, and
9:00am to 2:00pm on Saturdays and Sundays.

Note: The site is closed on all Public Holidays and any other days approved by the Executive Manager of Community Development and Regulation and/or the Environmental Health Officer.

8. General Employment Conditions (Level of payment, allowances, other etc.)

1. Salary and conditions are in accordance with the Shire of Northampton –Collective Agreement 2021 (Level 2). (Local Government Industry Award 2020). Currently it is Level 2 at \$37.9215/hr.
2. Housing – Not applicable.
3. Vehicle – A work vehicle (ute) is provided for you to travel from home to the Kalbarri Landfill and Transfer Station, to the Shire Office in Kalbarri as required, and back home. It is not for private use.
4. Benefits are transferable from local authority if currently employed in Local Government. You will receive 4 weeks Annual Leave, Long Service Leave, Sick Leave entitlements calculated on a pro-rata basis.
5. Uniform – Fully supplied work uniform and personal protection equipment will be supplied to the successful applicant.
6. Superannuation benefits available. Currently the Superannuation compulsory employer's payment is 11% of your salary paid into your nominated Super Fund.
7. Pre-start medical – If successful, you must be prepared to undertake a pre-placement medical at the Shire's expense and nominated Doctor.
8. Probationary period of 3 months.
9. Drug and Alcohol Testing – Be willing to undertake a drug and/or alcohol test at any time. The Shire has a Zero Tolerance to drugs and alcohol for its employees.

9. Selection Criteria (Applicants must address all)

1. Describe your previous work experiences.
2. Describe what qualifications you have acquired over time.
3. Describe your experience in Occupational Health and Safety, both within a crew or working alone environment.
4. Describe your experience in working within a crew or working alone environment. Any supervisory experience. Any working with contractors/volunteers/public experience.
5. Supply confirmation of your driver's license details and/or attach copy of your driver's license. (Proof of license and currency shall be required.)
6. Supply information including the names of two (2) referees.

NOTES FOR APPLICANTS

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Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the other applications that will be received for the position.

SELECTION CRITERIA

This is the most important part of your application. Selection Criteria specify the essential and desirable knowledge, skills, experience, education, and abilities required for the position. Consideration for interview is based upon a demonstration of your ability to meet each of the Criteria.

The following is a guide on how to address the Selection Criteria:

- Use each criterion as a separate heading.
- Write a paragraph under each heading stating your ability to meet the criteria. Provide evidence of past examples that support your statement.
- Try to ensure that you use work related examples to demonstrate your experience, knowledge, and skills.

REFEREES AND REFERENCES

It is not necessary to include written references or character referees as part of your application. However, if you choose to enclose written references you should provide copies only, originals may be requested at a later date.

It is required you include the names and contact details of two (2) referees, who may be contacted directly by the Selection Panel.

The referees you nominate should be able to comment on your recent (last 2-3 years) work experience. It is recommended you advise your referees you have nominated them.

OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Shire may ask to sight the originals at a later time.

CONTACT NUMBER

Please provide a contact email and telephone number to facilitate inviting you for an interview or to enable clarification of any points arising from your application.

APPLICATION FORMAT

The Shire of Northampton is pleased to accept all applications for positions (handwritten or typed) however our preference, for administration purposes, is for applications to be typed and sent in via email as one document. All applications should be neat and legible for ease of reading by the selection panel.

LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received without verbal approval prior to the closing time and date. In special circumstances the Shire of Northampton will accept a late application when consent to such a request has been given by the relevant Manager. As mentioned, such permission is to be sought before the closing date and time for applications.