



## **POSITION DESCRIPTION**

### **KALBARRI REFUSE SUPERVISOR**

**Permanent Part-Time (0.6 FTE)**



*Last updated 12 December 2025*



# Refuse Supervisor – Community, Development and Regulation

|                       |   |
|-----------------------|---|
| Department            | Community Development and Regulation  |
| Reports to            | Environmental Health Officer/Executive Manager,<br>Community Development and Regulation |
| Industrial Instrument | Local Government Industry Award   |
| Classification        | Level 2 (dependent on experience and qualifications)                                    |
| Primary Location      | Shire of Northampton<br>Kalbarri Refuse Site  |

## Vision, Mission & Values

### Our Community Vision

- *A proud and unique community recognising the past and creating the future.*

### Our Mission

- *To provide community leadership by modelling and supporting economic and social development within the Shire.*

### Our Values

- *Honesty and Integrity.*
- *Proactive Approach.*
- *Dialogue.*
- *Environmental Responsibility.*
- *Diligence.*

## Position Benefits

|         |                 |                     |    |
|---------|-----------------|---------------------|----|
| Vehicle | Yes (commuting) | Mobile              | No |
| Laptop  | No              | Relocation expenses | No |

## Position Objectives

- Undertake duties to oversee and coordinate day-to-day operations and other associated works required at the Kalbarri Landfill and Transfer Station Site.

## Key Duties and Responsibilities

- Ensure the site operates in accordance with the listed Hours of Operation;
- Commence operations each day 30 minutes prior to opening and inspect and ensure the site is ready to operate;
- Check site at the end of the day to ensure all customers have left the site;
- Inspect perimeter fence and site access roads once a week ensuring all waste and litter is located in correct disposal areas;
- Undertake duties to ensure the Transfer Station is clean and tidy, including areas adjoining the putrescible/household waste and cardboard bins and the bulk transfer bins. Duties will include removal of sand and debris from the concrete base and raised platform adjoining the bulk bins;
- Maintain all buildings at the site in a clean and hygienic condition at all times and report any damage or maintenance requirements to the EHO or EMCDR. Site office is not to be used as a salvage storeroom/area;
- Duties required to maintain all areas may include mowing/whipper snipping and/or spraying;
- Maintain the reuse/recycling storage areas in a tidy and uncluttered manner to encourage the purchase of reuse items;
- All funds received from the sale of reused/recycled items (except for permitted salvage items) to be receipted as "Sales from Reuse Shed" and deposited at the Shire of Northampton office for banking;
- Ability to adapt to change/modification of duties as requested and offer suggestions for improvement of general operations of the site; and
- Other duties as directed or required by the Environmental Health Officer and/or Executive Manager, Community Development and Regulation and/or Executive Manager, Works and Technical Services.

### **Public Attendance**

- Educate, encourage and advise all customers to cover and secure rubbish/refuse when travelling to the refuse site;
- Check and inspect all loads of rubbish/refuse to clarify contents and direct customers with oil, tyres, batteries, chemicals or other hazardous materials to the correct disposal area;
- Ensure persons entering the site do not scavenge or remove refuse or any other materials from site without the Supervisor's permission;
- Ensure persons using tyre dump areas dispose of tyres in such a manner that does not hinder future loading and disposal operations;
- Monitor the green waste disposal area to prevent contamination from other types of rubbish/refuse;
- Maintain a list and fee structure on suitable items for sale from the reuse/recycling area/shed;
- Ensure all trailers, utilities, trucks or receptacles used to transport refuse to the site are inspected and provide direction on appropriate areas for disposal.
- Foster and encourage separation of materials such as aluminium, steel, plastics, and glass waste types to maximise recycling potential (work in conjunction with Councils' waste removal contractors); and
- Collect all fees and charges and issue receipts for all cash transactions to patrons in accordance with the Schedule of Fees as approved by the

Northampton Shire Council. Deposit all fees collected at the Kalbarri Shire Office each Monday and Friday or more often as required.

## **Other Duties**

- Ensure all windblown and spillage waste from bulk transfer bin area and any other areas in the site is collected;
  - Ensure safety rails, signs and barriers are in position on the transfer loading ramp at all times;
  - Monitor bulk bins (cardboard, mattress and motor vehicle tyres) to ensure no contamination or misuse occurs;
  - Monitor waste oil facility to ensure small containers are emptied correctly into the holding tank; that containers and oil filters are drained adequately; that empty containers and filters are placed into the scrap metal or inert waste area; and report to the EHO when the holding tank is getting full;
  - Ensure signage is placed to provide efficient and safe management of the site at all times for users. Offer suggestion/s to EHO or EMCDC on new/upgrades to signage;
  - Install and maintain temporary/removable fencing/ropes to provide protection, guidance and direction to site users;
  - Maintain daily time sheets as directed by the EHO;
  - Maintain and keep records as directed by the EHO. (Records may include the number of users, types of waste disposed, type and size of vehicles used including vehicle registration, volume of waste, date of disposal); and
  - Maintain daily checks of site generator to ensure it is mechanically sound and is in good working order. (Checks should include prestart monitoring (fuel and oil levels) and level of fuel and oil stocks on-site.) Report any repair or maintenance requirements to relevant personnel within Works and Technical Services area.
- *Note - As the Refuse Supervisor you have scavenging rights only at the Northampton 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 are yours and do not need to be declared to the Shire.*
- *Note - 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.*

## **Responsibilities Common to All Employees**

### Commitment to Service delivery

- Seeks, listens to and acts on feedback.
- Works as part of a team, supports the achievement of team goals, co-operates and communicates with colleagues.

- Shows an appreciation for others – their skills and knowledge, their attributes and differences.
- Recognises and understands organisational changes, helps to make improvements happen and shares good practice.
- Makes a positive contribution to the Shire and demonstrates flexibility and resilience.
- Accepts responsibility for own health and wellbeing to perform the role.

#### Achieve results

- Does what is required from the role, including:
  - Meeting targets
  - Following procedures
  - Working with standards
  - Providing required level and quality of service
  - Maintaining records
  - Contributing fully to all work situations
- Gets the facts right – ensures information is clear and correct.
- Supports colleagues to ensure wider organisational objectives are met and outcomes are achieved resourcefully.

#### Work Health and Safety

- Fulfil requirements of Council's Work Health and Safety policy.
- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and follows them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Reports hazards and incidents to their Supervisor/Manager.
- Participate in personal return to work plans.

### **Physical and Environmental Demands**

- Site based, physically demanding role; bend, squat, lift, carry, push, pull, climb ladders, and walk on uneven surfaces. Operation of lawn mowers, snippers and other heavy tools will be required.
- Driving and towing trailers is an essential requirement.

### **Extent of Authority**

Operates under general direction of the Environmental Health Officer and the Executive Manager, Community Development and Regulation within established guidelines, procedures and policies of Council.

### **Skills, Knowledge, Experience and Qualifications**

#### Skills

- Basic oral and written literacy and numeracy skills.

- Communication skills to deal with the general public, Shire Depot staff and other Shire Staff.
- Hold a current 'C' class driver's licence.

#### Knowledge

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

#### Experience

- Formulation, interpretation and implementation of basic refuse site requirements.

#### Qualifications

- Basic Chainsaw Operators' Certificate.
- Construction Safety Awareness Certificate.
- Chemical Awareness Certificate.
- Current "C" class driver's licence.
- National Police Clearance.

#### Desirable

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

### **Signatures**

\_\_\_\_\_  
Kalbarri Refuse Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Manager Community Development  
and Regulations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date