



POSITION DESCRIPTION

Resource Recovery Centre Operator

Incumbent:	
Department:	Waste Services
Reports to:	Resource Recovery Leading Hand
Supervises/manages:	Nil
Employment Status:	Permanent Part Time
Award Classification:	Band 2 (plus Ind. & Spec. Engagement)
Prepared by:	Human Resources Business Partner
Approved by:	Chief Executive Officer

Position Summary

Reporting to the Resource Recovery Leading Hand, the position is responsible for the efficient and safe day-to-day operation of the Resource Recovery Centre. This includes proactively engaging with customers to promote recycling opportunities and ensuring the responsible disposal of waste.

The role also involves maintaining Council facilities and surrounding areas, accurately managing records and cash handling, and consistently upholding safe work practices in line with Council's safety program.

Key Responsibilities

- Contribute to the continuous improvement of initiatives and services provided by Council to ensure effective, efficient and safe delivery of objectives while maximising the use of available resources.
- Follow all reasonable directions to maintain business continuity in the event of unplanned disruptions.
- Implement actions that ensure Council and the community are moving towards sustainability.
- Safe operation of plant and equipment to load and unload goods/materials in accordance with procedures.
- Conduct pre- and post-vehicle safety inspections to ensure plant is safe to operate and report all mechanical issues as per Council procedures.
- Ensure facility is maintained in a tidy and hygienic state.
- Control on-site traffic, inspect incoming loads and provide directions to customers by classifying waste into appropriate types and rejecting prohibited materials.
- Assist in the operation, maintenance and cleaning of the site and facilities.
- Undertake general start-up and shut-down procedures of the facilities.
- Provide high-level customer service to users and other employees and solve minor problems.
- Collect and balance Resource Recovery centre fees and issue receipts.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.



POSITION DESCRIPTION

Accountability & Extent of Authority

- Accountable for individual performance and standard of works carried out in a safe and effective manner.
- Accountable for working within and promoting Council's human resources and Occupational Health and Safety policies.
- Accountable for the safe operation of vehicle/plant (where staff hold appropriate licenses), safe performance of all duties and adherence to appropriate procedures.
- Accountable for cash handling duties.
- Ensure the general condition of the facilities, plant and equipment is maintained to a safe and reasonable condition.
- Assistance is always available from a more senior position when unsure of practices and procedures to perform a task.

Judgement & Decision Making

- Application of appropriate procedures to tasks undertaken.
- Responsible for completing daily works and schedule within required timeframes.
- Ability to resolve minor problems relative to the operation of the facility.

Specialist Knowledge & Skills

- Knowledge of safe and competent operation of a resource facility, plant, tools and equipment.
- Ability to operate backhoe is an advantage (must hold appropriate licence).
- Knowledge of safe lifting and manual handling practices.
- Basic computer and administrative skills to perform cash handling and balancing duties.
- Competent written and numerical skills satisfactory to complete daily work records and account for collected fees.

Interpersonal Skills

- Strong communication skills to enable effective interaction with members of the public and other staff as required.
- Excellent customer service skills to deal politely and courteously with all contacts.
- Competent level of literacy skills.
- Ability to work effectively in a team environment.
- Ability to discuss and resolve minor problems.

Qualifications & Experience

- Experience dealing with people in a friendly and professional manner.
- Experience working in a similar waste facility environment.
- Experience in the operation of mechanical plant and equipment.
- Endorsed license and other relevant tickets are an advantage, including forklift, HR truck and Certificate of competency, i.e. backhoe loader (or willing to obtain).

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the Chief Executive Officer		