

MEDIA RELEASE

TITLE: EMPLOYMENT OPPORTUNITY – TIP ATTENDANT/GENERAL HAND

The Shire of Woodanilling is seeking an enthusiastic and versatile person to join our workforce as a Tip Attendant/General Hand.

We are seeking someone with a can do attitude and can work on their own. successful applicant will be required to undertake other duties as directed by Council's Executive Manager of Infrastructure.

Level 5 (Casual rate) + 20% with superannuation 11.5% plus council contribution available - conditions apply.

For all position related requirements please refer to the Position Description – Tip Attendant/General Hand attached. Further position related enquiries can be directed to Phil Burgess on (08) 9823 1506 or email to shire@woodanilling.wa.gov.au

Written applications addressing skills, experience, qualifications and attributes needed to perform the role and including the names of two referees addressed to the undersigned, should be sent to shire@woodanilling.wa.gov.au or mailed to Shire of Woodanilling, PO Box 99, Woodanilling, WA 6316.

The Shire of Woodanilling reserves the right to commence interviewing prior to the application close date and close this position for applications early should a suitable candidate be found.

We embrace diversity and encourage applications of diverse backgrounds to join us in servicing our community for the future. The Shire of Woodanilling is an Equal Opportunity Employer and is committed to creating an equitable and diverse workplace. We are actively encouraging people with disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply for available positions.



Paul Hanlon
CHIEF EXECUTIVE OFFICER



SHIRE OF WOODANILLING

POSITION DESCRIPTION

TIP ATTENDANT / GENERAL HAND

1. POSITION IDENTIFICATION

Title: Tip Attendant / General Hand

Classification: Level 5 (Casual Rate) +20%

Award: Municipal Employees (Western Australia) Interim Award 2021

Leave Entitlements:

- Nil applicable

Other Conditions/Allowances/Bonuses:

- Compulsory PPC and PPE supplied by Shire
- Superannuation 11.5% SGC (plus Council contribution – conditions apply)
- Training as required on the job

Hours: Refuse & Recycling Site

Refuse Site Hours of Operation

- Thursday 9am – 1pm (4 Hours)
- Saturday 12pm – 5pm (5 Hours)
- Sunday 2pm – 5pm (3 hours)

General Hand duties hours

- Wednesday 7am – 12pm (5 hours)
- Thursday 7am – 9am (2 hours)
- Friday 7am – 11am (4 hours)
- Sunday 1pm – 2pm (1 hour)

2. POSITION OBJECTIVES

General:

Refuse & Recycling Site

- Be responsible for the effective and efficient operation of Council's Refuse and Recycling site in accordance with Licence and WHS requirements.





General Hand Duties

- Cleaning of public toilets located across various locations within the shire.
- Emptying rubbish bins from various locations around the shire.
- Any other duties as required by the EMI.

3. REQUIREMENTS OF THE POSITION

3.1. SKILLS

- Safe and competent operation of plant and equipment.
- General labouring and manual handling abilities.
- Sound numeracy, verbal and written communication skills.
- Require basic cash handling skills.
- Demonstrated customer service skills.
- Honesty and integrity.
- Developed knowledge of Council safety policy requirements.
- Ability to schedule and prioritise work.
- Current National Police Clearance.
- Pass a Drug and Alcohol screening Test.

3.2. KNOWLEDGE

- Knowledge of plant maintenance procedures.
- Knowledge of refuse site processes and practices.

3.3. EXPERIENCE

- Experience working individually or in a team environment.
- Plant operation skills.
- Must possess a current WA vehicle driving license.
- Working knowledge of Councils organisation, operations and code of conduct procedures/requirements.(desirable)
- Possession of a current Senior First Aid Certificate (desirable)
- Knowledge of Tip Operation/Licence conditions. (desirable)

3.4. OTHER CONDITIONS

- Council supplies the Outdoor Staff with appropriate personal protective clothing and personal protective equipment, this must be used at all times.
- Council maintains a smoke free workplace, including all buildings and vehicles.





4. KEY RESPONSIBILITIES/DUTIES

Refuse & Recycling Site

Refuse:

- Attend the tip as required when it is open to the public.
- Ensuring the Tip is locked and unlocked and signs changed when in attendance.
- Ensuring the tip is maintained in accordance with the EPA Licence, best practice and community expectations, Including:
- Maintain safe, effective and efficient operation of waste facility to ensure correct disposal of waste at the site.
- Provide friendly customer service to educate users of the site with regard to sound waste management practices.
- Ensure users show tip pass to gain free access to the tip – implementing no pass no free dumping policy (except recycling)
- Directing customers to appropriate locations for disposal of refuse and/or recycling.
- Recording of tonnage statistics to enable annual Waste Return to be completed.
- Retrieve litter on and around the site on an as required basis.
- Maintain and relocate rubbish/trash fences as required.
- Carry out weed and grass control as required.
- Maximise the diversion of recycled materials from the waste stream.
- Arrange appropriate directional signage for users.
- Report dangerous or hazardous situations.
- Liaise with the Works Coordinator for pushing the dump site and/or digging a new trench if required during the relief period.
- May be required to prepare basic written correspondence and/or prepare standard format reports.

Recycling:

- Maintain safe, effective and efficient operation of waste facility to ensure correct disposal of recycling at the site.
- Prepare recycle bins for collection every second Thursday.
- Cleaning of empty recycle Swag & Go bins if required.
- Maintain segregated areas of the metal dump.
- Liaise with Works Coordinator for the removal and sale of scrap metal as required.
- Assist the CESM with the burning of the green waste in accordance with Council's Licence.
- Arrange for transfer of any non-green waste items from the green waste piles into the pit.
- Once green waste has been burnt, arrange for clean up by Shire equipment into the pit.
- Maintain oil recycling shed to ensure contamination of the site does not occur.





- If required during relief period notify the Works Coordinator when the Oil shed requires emptying. Wren Oil are the company that empties the vessels.
- Report any damage, unlocked doors, or anything out of the ordinary to the Works Coordinator.

Tip Shop:

- Management of the Tip Shop in accordance with administrative and WHS requirements.
- Disable all electrical items that are not tested and tagged and put in pit.
- Dismantling of household goods that can be separated into recyclable items, eg reclaiming copper wire, separating plastics and metal.
- Receipting and collection of payments for refuse disposal and tip shop sales.

Risk Management Responsibilities

- Comply with the Shire's Risk Management Policy Procedures.
- Actively participate in Risk Management Program and Organisational Performance review and Evaluation Program.
- Actively participate in the Shire's Continuous Improvement Program.
- Conform to the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions.
- Must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives.
- Must not wilfully interfere with or misuse items or facilities provided in the interest of safety and health of Council employees.
- Must use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provision etc) in a manner in which he/she has been properly instructed.
- Must in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives.
- Must cooperate with the employer in the carrying out of their obligations (*WHS Act 2020*).
- Must comply with the Council Work Injury Management Program

General Hand Duties

- Cleaning of Public toilets including the depot.
- Emptying of various public bins across the shire
- Liaise with Leading Hand and EMI on stock of bin bags, toilet paper etc.





5. ORGANISATIONAL RELATIONSHIPS

5.1. RESPONSIBLE TO

- Executive Manager of Infrastructure.

5.2. EXTENT OF AUTHORITY

- Performs work under supervision of the EMI and Leading Hand.
- Responsible for the quality and completion of own work.
- Responsible for correct handling and operation of materials, tools, plant and equipment in their use
- Exercises discretion within the scope of this level
- Required to make technical and operational decisions relating to own work and safety, and safety of other employees and the general public.

6. POSITION OBJECTIVES

Strive for continuous improvement of high quality service, recycling and re-using targets, compliance with EPA Licence, and industry best practice at the Woodanilling Refuse Site.

POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The details contained in this document are an accurate statement of the positions' responsibilities and requirements to be undertaken as part of my contract of employment

Signature

Paul Hanlon
CHIEF EXECUTIVE OFFICER

Accepted by

Signature

Date



EMPLOYMENT INFORMATION PACK

Shire of Woodanilling



Shire of Woodanilling

ABOUT THE SHIRE OF WOODANILLING

Thank you for your interest in working for Shire of Woodanilling.

The Shire of Woodanilling is predominantly a sheep and grain producing area and it is the economic mainstay of the area.

The town site of Woodanilling is situated on the Great Southern Highway, roughly 252 kilometers from Perth and can be reached via the Albany Highway. It is a comfortable two and a half hour drive from the city center and a picturesque escape.

Wool and grain production have long been the main industry in Woodanilling but in recent years, a meat abattoir, agroforestry, a dolomite fertilizer business and other agricultural based export markets have been added to the mix.

Woodanilling is a neat and tidy town with wide tree-lined streets and exquisite heritage buildings, some

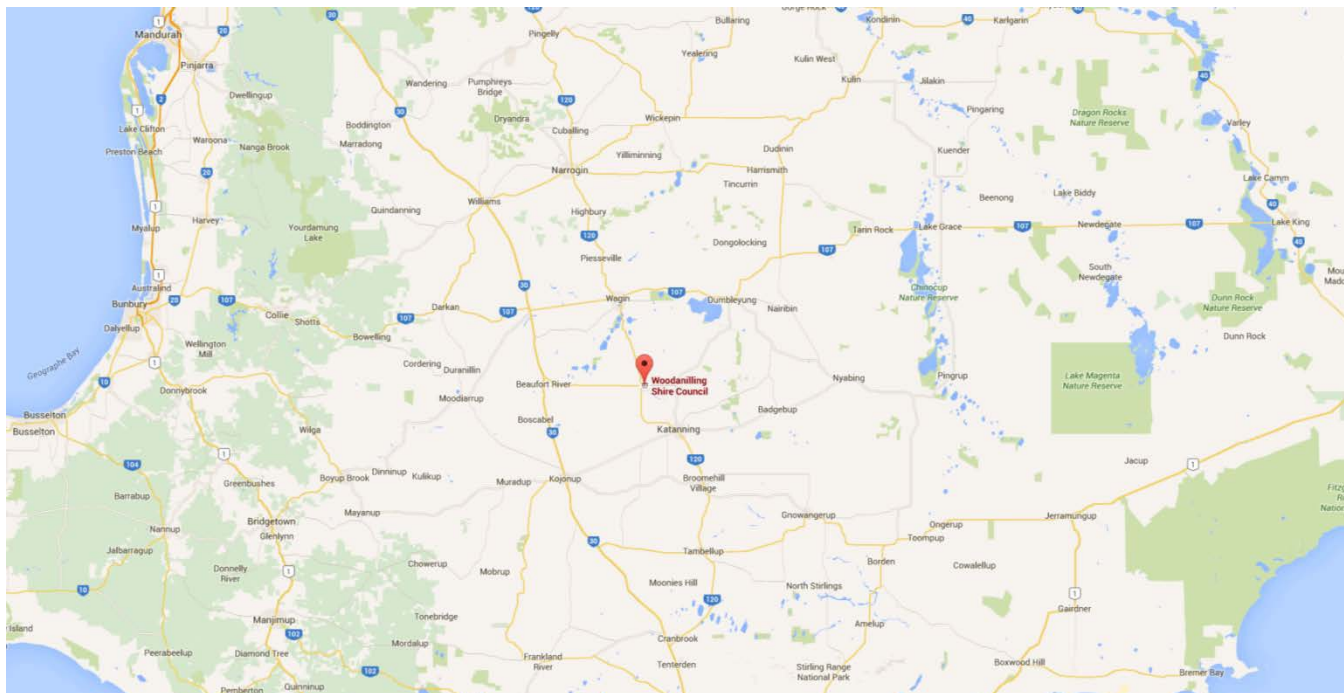
which are over 100 years old. The town offers visitors an array of attractions, plenty of free parking and the beautiful Centenary Park has public accessible toilets, a children's playground and free barbeque facilities.

The Shire of Woodanilling is 1126 square kilometers and contains 84.36km kilometers of sealed roads and 453.47 kilometers of unsealed roads, has one square kilometer of parks and gardens and 160 dwellings.

The localities within the Shire are: Beaufort River, Boyerine, Cartmeticup, Glencoe, Kenmare Westwood and Woodanilling.

The Shire of Woodanilling is an equal opportunity employer. If you are being considered for a position and you have a disability or medical condition that may impact on your ability to carry out the duties of the position, we will discuss this with you in confidence prior to making our selection decision.

MAP



PO BOX 99
WOODANILLING WA 6316

Ph: (08) 9823 1506

shire@woodanilling.wa.gov.au
www.woodanilling.wa.gov.au



SHIRE OF WOODANILLING VALUES

Shire of Woodanilling takes pride in providing a workplace where all employees demonstrate behavior consistent with our values.

"Council and Community – Hand in Hand"

In Dealing with Individuals, Landowners, The Community and Organisations The Council Will:

- Be fair;
- Be honest, open and accountable;
- Respect the views and rights of individuals and groups;
- Be receptive as everyone in the community counts;
- Will recognise the increased awareness that a small community brings.
- Will provide an atmosphere of energy, excitement, optimism and positiveness.
- Will facilitate group discussion and help to overcome stumbling blocks and conflict.

The Shire Of Woodanilling Aspires To:

- Be the best Local Government for our community
- Work hand in hand with our community
- Be a leader of small local governments

By:

- Fostering community spirit and cohesion
- Excellent customer service
- Provision of high quality facilities and services
- Representing community views at an influential level

HOW TO APPLY

Complete the Application Form at the end of this package, include a brief covering letter telling us why you are interested in the position and a summary of your suitability; an application addressing the selection criteria; a completed

application form; and your résumé. Please check the advertisement for details of requirements.

You will need to send this information to us by the due date and time as stated in the advertisement. Please note that late applications may not be accepted.

Submitting your application in one of the following ways, email is the preferred method but via post or in person will be accepted. .

Email: Shire@woodanilling.wa.gov.au

Post: PO Box 99 Woodanilling WA 6316

In Person: 3316 Robinson Rd Woodanilling

Please take care to ensure all information provided in the application is accurate and honest. False or misleading information may result in an application's dismissal.

PROGRESS OF YOUR APPLICATION

All applications received are confirmed with an acknowledgement email.

You will be contacted directly if you have been selected to progress to the next stage. The selection process can take some time. To check the progress of your application, please telephone the Shire Office.

If you are short-listed for interview, you will be contacted within 3 weeks of the closing date to let you know the interview day and time.

You will be contacted after the interview if you are required to undergo a medical assessment.

Standards relating to the recruitment, selection and appointment process have been set to demonstrate the Shire's commitment to equal employment opportunity.

CONTACT

For more information please contact the Administration Office on (08) 9823 1506





Position Applied For:

First Name:

Surname:

Preferred Name:

Address:

Town:

State:

Postcode:

Contact Number:

Email:

**Details of Local
Gov. Experience:**

Referee Details: Name:

Position:

Phone:

Email:

Name:

Position:

Phone:

Email:

Name:

Position:

Phone:

Email:

**Should you be successful in obtaining employment with
the Council, when would you be able to commence?**

**Do you have any disabilities or illnesses which may
require support to enable you to fulfil your role:**

