

POSITION DESCRIPTION

POSITION TITLE	Community Waste Educator – Bin Tagging
DIRECTORATE - SECTION	Asset Services – Waste & Fleet Services
LEVEL - EBA	3 - Operational
RESPONSIBLE TO	Waste (FOGO) & Sustainability Projects Officer

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

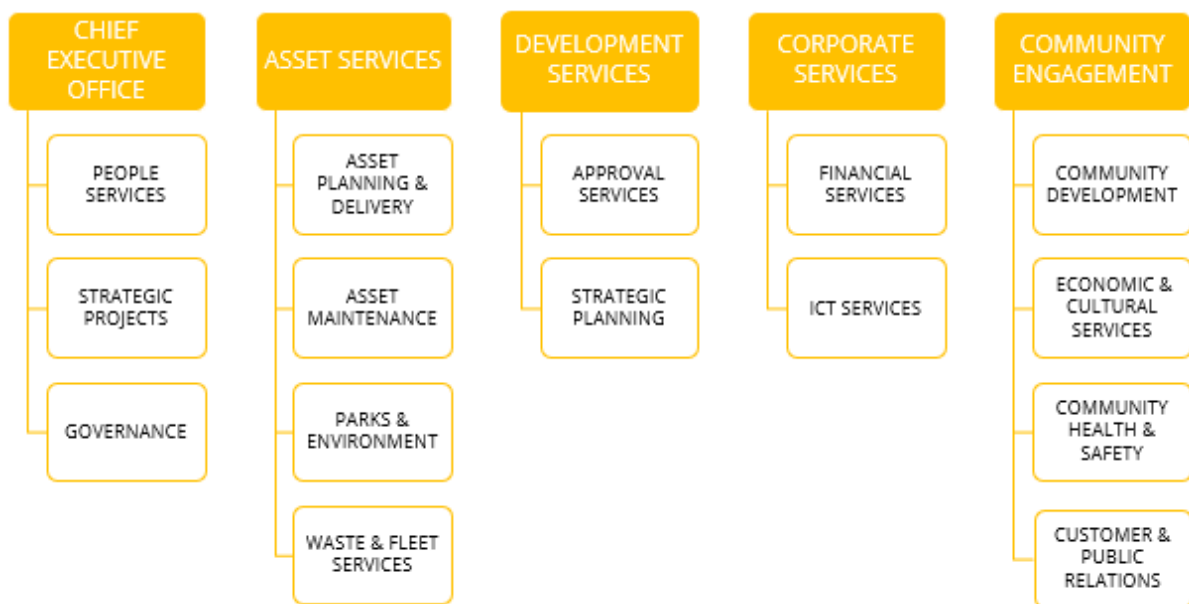
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Inspect and label bins with relevant information to guide future waste disposal habits.

KEY RESULT AREAS

ORGANISATIONAL SUPPORT

- Assist with conducting waste and recycling stream audits by inspecting and labelling bins.
- Provide support to the Coordinator Waste Services, Supervisor Resource Recovery and resource recovery staff as required.

CUSTOMER SERVICE

- Proactively maintain and further excellence in customer service values and culture throughout the City.
- Consistently present a positive image of Council being promoted to the community.
- Accurate presentation of advice, instruction / guidance to residents.

ADMINISTRATION

- Accurately enter data into the system for analysis

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- A reasonable level of fitness and able to walk for three to four hours.
- Ability to explain activity to members of the public.
- Good attention to detail.
- Ability to attend the paid training session.
- Mobile phone with at least iOS 13.0+ or Android 5.1+ software – app used for data entry.
- Data entry experience.
- Reliable vehicle and C Class Drivers Licence.

DESIRABLE KNOWLEDGE/SKILLS CRITERIA

- Previous bin tagging experience
- Current knowledge of recycling rules.
- An interest in environmental management or sustainability.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision, and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).
- Able to sit or stand for extended periods of time.
- Manual dexterity needed for keyboarding and other repetitive tasks.
- Driving, walking, squatting, kneeling, bending, and standing and negotiating uneven ground when conducting site inspections.
- Intermittent sitting (during driving) & standing/bending/trunk rotation.
- Appropriate use of Personal Protective Equipment (PPE).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Waste (FOGO) & Sustainability Projects Officer

DATE PD REVIEWED/APPROVED: 19 January 2024
