



POSITION DESCRIPTION

POSITION TITLE	Resource Recovery General Hand
DIRECTORATE - SECTION	Asset Services – Waste & Fleet Services
LEVEL - EBA	4 - Operational
RESPONSIBLE TO	Supervisor Resource Recovery

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

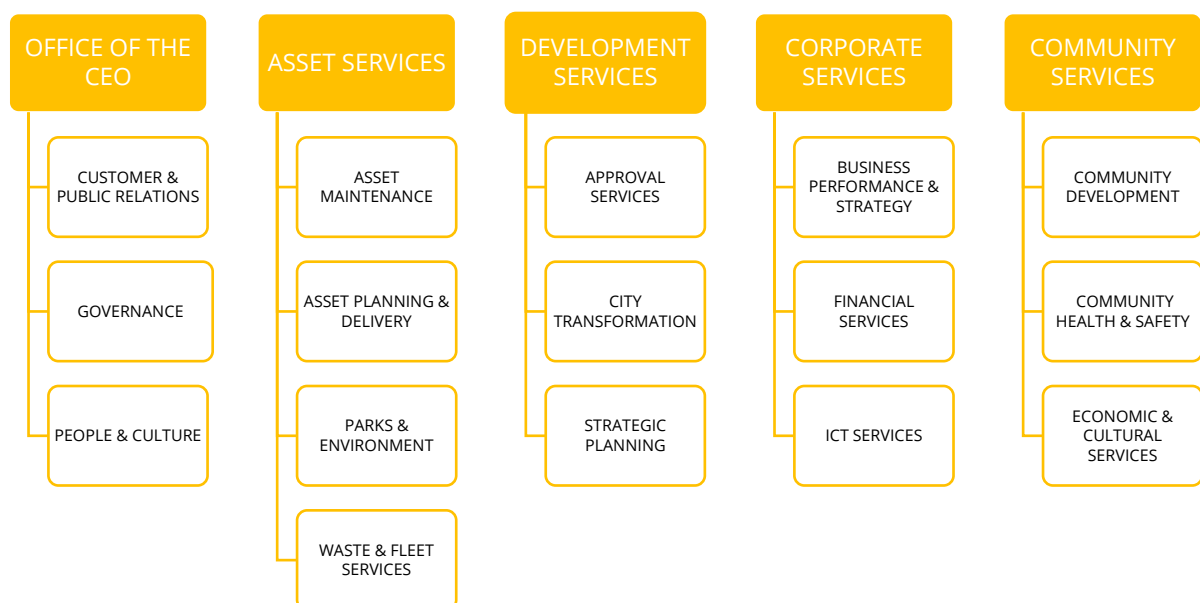
OUR SIMPLE GUIDING PRINCIPLES

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

To perform waste removal duties, facilitate bin deliveries, and various works as directed by Supervisor Resource Recovery.

KEY RESULT AREAS

RESOURCE RECOVERY

- Removal of illegal dumping's (large objects) and litter in an efficient and timely manner as directed by Supervisor Resource Recovery.
- Assist with the City's residential verge collection service.
- Delivery and removal of bins used at events as directed by Supervisor Resource Recovery.
- Servicing community recycling hubs.

OPERATIONAL SUPPORT

- Where appropriate, traffic control.
- Responsible for maintenance of plant and equipment.

CUSTOMER SUPPORT

- Proactively maintain and further foster excellence in customer service values and culture throughout the City, with a consistently positive image of Council being promoted to the community.

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.

TRAINING/QUALIFICATION(S)

- Construction Safety Awareness Card.
- Possession of a current 'C' class driver's license.
- Small and heavy plant equipment tickets (desirable)
- Traffic management ticket (desirable)

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- Experience in Occupational Safety and Health Regulations.
- Sound knowledge of road regulatory and advisory signs, traffic management.
- Foster a culture of innovation and excellence through continual team and process improvement.
- Have an understanding or willing to learn waste management processes.
- Experience in safe manual handling
- Removal of illegal dumping's (large objects) and litter in an efficient timely manner as directed by Supervisor Resource Recovery.
- Install and remove rubbish containers and posts as directed by Supervisor Resource Recovery.
- Delivery and removal of bins used at events as directed by Supervisor Resource Recovery.
- Responsible for plant and equipment in employee use.
- Understanding of how to complete Job Safety Analysis forms.
- Ability to complete designated tasks within set time frames.
- Basic literacy and numeracy skills as well as good communication skills.
- Ability to present a professional attitude to residents.
- Team player as well as having an ability to work independently and unsupervised.
- Servicing community recycling hubs.
- Assist at the Walliston Transfer Station when required.
- Assist in the distribution of waste management tools and equipment.
- Use of minor plant.

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.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).
- Constant, repetitive walking, squatting, kneeling, bending, standing and negotiating uneven ground and level surfaces.
- Intermittent sitting and standing/bending/trunk rotation.
- Carrying equipment and assisting others.
- Loading, reaching and preparing vehicle for daily activities.

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

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: Supervisor Resource Recovery

DATE PD REVIEWED/APPROVED: 1 May 2025
