

## POSITION DESCRIPTION

POSITION TITLE	General Hand Waste Services
DIRECTORATE – BUSINESS UNIT	Infrastructure Services
LEVEL - IA	Level 4 Outdoor EBA
RESPONSIBLE TO	Supervisor Waste Services

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

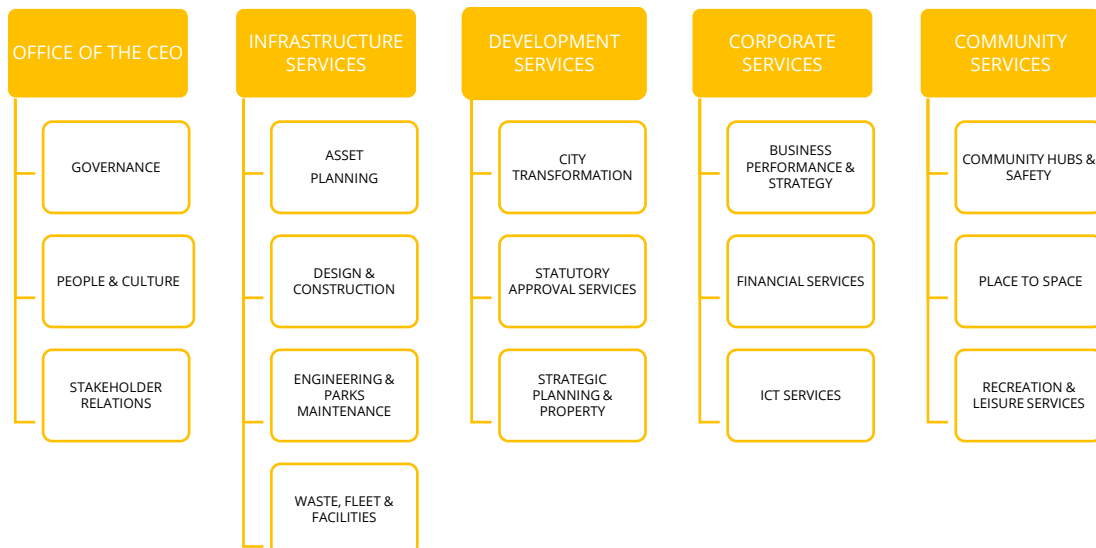
### OUR SIMPLE GUIDING PRINCIPLES

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

### OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

To provide waste services at the Walliston Transfer Station and the Waste Services Team as directed by the Waste Services Supervisor. To foster a culture of innovation and excellence through continual team and process improvement.

## KEY RESULT AREAS

### Operational Duties Walliston Transfer Station

- Directing traffic
- General onsite labour duties
- Gatehouse Attendant duties
- Assisting residents with unloading
- Assisting in the separation of waste streams
- Dismantling air conditioners

### Operational Duties General Hand Waste Services

- 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.
- Litter collection
- General labour duties
- Servicing community recycling hubs
- Delivery and removal of bins used at events as directed by Supervisor Resource Recovery.

## 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 Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## TRAINING/QUALIFICATION(S)

- Possession of construction safety awareness card "White Card".
- Possession of a current 'C' class driver's licence allowing the holder to drive legally in Western Australia.

## ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- Asbestos Awareness Certification or be willing to undertake asbestos awareness training
- Understanding of how to complete Job Safety Analysis forms
- Ability to complete designated tasks within set time frames
- Good communication skills

## DESIRABLE KNOWLEDGE/SKILLS CRITERIA

- Traffic Management
- Sound knowledge of waste and recycling streams
- Small and heavy plant equipment tickets
- Basic Worksite Traffic Management and /Handling

## SELECTION CRITERIA

1. Good communication skills
2. Customer service experience
3. Ability to drive Ute and trailer
4. Team player
5. Availability to work on weekends

## 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.

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REVIEWED BY:

DATE PD REVIEWED/APPROVED: Click or tap to enter a date.

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