



WASTE FACILITY ATTENDANT (Casual)

Location	Works Depot
Department	Works and Services
Salary	Local Government Industry Award 2020
Reports to	Manager of Works & Services
Supervision of	Nil
Revision	1
Date	26 th November 2025

Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
Stuart Hobley	Chief Executive Officer	New Document	30 th July 2020	
Stuart Hobley	Chief Executive Officer	Review to Re-advertise	16 th October 2020	
Stuart Hobley	Chief Executive Officer	Review to Re-advertise	25 th Nov 2025	

WASTE FACILITY ATTENDANT

1. ORGANISATIONAL RELATIONSHIPS**1.1 Responsible to: -**

Manager of Works & Services
Chief Executive Officer
Deputy Chief Executive Officer

1.2 Supervision of: - Nil Staff**1.3 Internal and External Liaison: -****Internal**

- Other Executive Staff
- Other Staff

External

- Residents and Ratepayers
- Various Business Organisations (including Contractors to Council)
- Government Departments

2. EXTENT OF AUTHORITY

Operates under direct Supervision and within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

3. PURPOSE OF POSITION

To direct visitors at the Meckering Transfer Station to the appropriate areas for disposing of material and provide a high level of customer service.

4. KEY DUTIES/RESPONSIBILITIES

- To direct customers to the correct disposal point.
- Conduct vehicle/trailer inspections to ensure correct disposal location and to identify hazardous materials; e.g. asbestos, paints and oils.
- Good communication and decision making skills and able to work unsupervised.
- Undertake other duties as required by Management.
- Commitment to providing highest level of internal and external Customer Service.
- Ability to deal with difficult customers
- Commitment to providing highest level of internal and external customer service
- Good verbal & written communication skills

WASTE FACILITY ATTENDANT

5. SELECTION CRITERIA

Qualification	Essential	Desirable
Other relevant short course training (e.g. first aid) will be an advantage.		✓
Current "C" & "MR" class Motor driver's license.	✓	
"HR" Motor drivers licence		✓
Key Skills, Knowledge and Experience	Essential	Desirable
Experience in a similar waste attendant role		✓
Previous experience in Local Government		✓
High level problem solving skills with the ability to set priorities, manage multiple deadlines and effectively deliver tasks and processes on time;	✓	
Commitment to providing highest level of internal and external customer service	✓	
Ability to conduct vehicle/trailer inspections to ensure correct disposal location and to identify hazardous materials; e.g. asbestos, paints and oils.	✓	
Personal Skills	Essential	Desirable
Developed time management and organisational skills.	✓	
Ability to work well in both a supervised and unsupervised environment	✓	
Developed communications skills - both written and verbal	✓	
Developed public relations skills.	✓	
Adequate knowledge of the English language including spelling, grammar and vocabulary.	✓	

6 WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health – comply with the Shire's OSH Policy and other Shire OSH policies and procedures and legislation relevant to role and responsibilities. Observe safe work practices and operating procedures. In accordance with Shire's and legislative requirements report any hazards, incidents or near misses in a timely manner.

7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

8. COMMENTS

All employees are required to sign a declaration that they have read Council's Induction Manual / Policies prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

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9. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2020
Position Status	Casual
Hours of Work	Wednesday: 6 hours (11:00am – 5:00pm) Saturday: 6 hours (11:00am – 5:00pm)
Salary	\$30,230 - \$34,916 annually (inclusive of casual loading and adverse working conditions allowance)
Superannuation	12% Employer Superannuation Guarantee Contribution + matching co-contribution of 4%
Probation	3 Months
Performance Review	Annually
Annual Leave	Nil
Housing	Position does not attract Council Housing as part of the Employment Package.
Motor Vehicle	N/A
Job Location	Meckering, Western Australia, 6405