

General Information for the Position  
of  
**Permanent Part-time  
Ewenmar Waste Depot Operator -  
12hrs**

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**Further Information can be obtained from:**

Maryanne Stephens, Manager Health & Development Services - (02) 6847 6600

***SCHEDULE 1***

***ADVERTISEMENT FOR THE POSITION***

**Permanent Part-time  
Ewenmar Waste Depot Operator -  
12hrs**

# Position Vacant

## PERMANENT PART-TIME EWENMAR WASTE DEPOT OPERATOR - 12hrs per week

Warren Shire Council invites applications for the position of Ewenmar Waste Depot Operator within the Health & Development Department. This role offers a rewarding opportunity for a dedicated individual seeking a Permanent Part-time position.

### Essential Criteria:

- Current Class C Drivers Licence;
- General Construction Induction Card (White Card);
- Sound verbal and written communication skills;
- Ability to plan, organise, and prioritise tasks;
- Understanding of Work Health Safety;
- Ability to provide high standard customer service to internal and external customers;
- Ability to work as an effective team member;
- Ability to maintain confidentiality;
- Ability to work without supervision.

### Employment Conditions:

Conditions of employment align with the Local Government (State) Award, and Council's Salary System, Band 1, Level 3, Grade 1-5. Depending on competencies, knowledge, qualifications, and experience, the salary ranges between \$318.54 and \$369.50 per week plus allowances. Additional hours may be required at times. Superannuation is currently 11%.

### Application Process:

To apply, obtain an information package from the Administration Centre at 115 Dubbo Street, Warren, or visit the Council website [www.warren.nsw.gov.au](http://www.warren.nsw.gov.au).

All applications **must** include:

- Resume
- Completed 'Employment Application Form' (obtained in the information package)
- Two (2) recent references/referees

The successful applicant will undergo a pre-employment medical assessment before confirmation of employment.

### How to Lodge Applications:

- Via mail: P.O. Box 6, Warren, NSW, 2824
- In person: 115 Dubbo Street, Warren, NSW, 2824
- Via email: [hr@warren.nsw.gov.au](mailto:hr@warren.nsw.gov.au)

### Enquiries:

Please contact Maryanne Stephens, Manager Health & Development on (02) 6847 6600.

Join our team at Warren Shire Council and contribute to the community's well-being while enjoying a fulfilling career in waste management. Apply today!

***SCHEDULE 2***

***POSITION DESCRIPTION***

**Permanent Part-time  
Ewenmar Waste Depot Operator -  
12hrs**

## Position Description

<b>Directorate</b>	<b>Health and Development</b>
<b>Location</b>	<b>Ewenmar Waste Depot</b>
<b>Classification/Grade/Band</b>	<b>Band 1 Level 3</b>
<b>Position Code</b>	
<b>Date position description approved</b>	<b>02 July 2019</b>

### Council overview

Warren Shire Council is a multipurpose organisation that provides services in the areas of roads, water, sewerage, waste management and recreational facilities.

This position is required to develop grant and infrastructure projects and to assist the Engineering team to meet grant funding, regulatory and financial outcomes required by the government and the community.

### Primary purpose of the position

To maintain the waste facility to a high standard that complies with legislation and community expectations by directing person or firm's direction to the appropriate (concrete, green waste, steel, cardboard and domestic) delivery sites.

### Key accountabilities

Within the area of responsibility, this role is required to:

The following Job Specific Key Accountabilities provide a high-level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused and should be considered alongside Council's Our People Capability & Behaviour Framework:

1. Identify and classify waste and recycling into appropriate streams and direct the public on placement. Maximise the recovery of recyclable material.
2. Assist with the establishment of the proposed transfer station,
3. Assist with the establishment of operational procedures for the proposed transfer station,
- 2 Assist customers with mulch and woodchip stockpiles whilst ensuring that all stockpiles are tidy and free from contamination
5. Ensure that the sites are clean and tidy, around the collection/transfer bays including the mowing and trimming of appropriate areas when required.
6. Ensure that all gates are open or closed as appropriate, that all security devices are operational and armed at close of business and check that no members of the public are on site at close of trading.
7. Ensure compliance with and provide input to Council Risk Assessments, Safe Work Method Statements, Standard Operating Procedures and relevant WHS Legislation.
8. Any other such duties that are commensurate with the employee's skill level, competency and training.

## Key challenges

- Provision of friendly advice and assistance to the public, to ensure separation of waste types to reduce contamination; and to assist to develop the waste facility with management to a higher-level waste facility.

## Key internal relationships

Who	Why
Manager Health & Development Services	To advise on day-to-day operation issues and to plan for long term waste management improvements.

## Key external relationships Key dimensions

### Decision making

As per delegations issued by the General Manager

### Reports to

Manager Health & Development Services

### Essential requirements

Class C drivers licence plus proven experience in light plant operation, maintenance and safety.

### Days and Hours





*Wednesday - Friday – 1pm to 5pm*

*Saturday and Sunday – 9am to 5pm (as required)*

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	<b>Manage Self</b>	<b>Advanced</b>
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Advanced
 <b>Relationships</b>	<b>Communicate and Engage</b>	<b>Adept</b>
	<b>Community and Customer Focus</b>	<b>Adept</b>
	Work Collaboratively	Adept
	Influence and Negotiate	Foundational
 <b>Results</b>	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Adept</b>
 <b>Resources</b>	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Advanced	<ul style="list-style-type: none"> <li>• Demonstrates motivation to serve the community and organisation</li> <li>• Initiates team activity on organisation/unit projects, issues and opportunities</li> <li>• Seeks and accepts challenging assignments and other development opportunities</li> <li>• Seeks feedback broadly and asks others for help with own development areas</li> <li>• Translates negative feedback into an opportunity to improve</li> </ul>
<b>Relationships</b> Communicate and Engage	Adept	<ul style="list-style-type: none"> <li>• Tailors content, pitch and style of communication to the needs and level of understanding of the audience</li> <li>• Clearly explains complex concepts and technical information</li> <li>• Adjusts style and approach flexibly for different audiences</li> <li>• Actively listens and encourages others to provide input</li> <li>• Writes fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Community and Customer Focus	Adept	<ul style="list-style-type: none"> <li>• Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>• Takes responsibility for delivering quality customer-focused services</li> <li>• Listens to customer and community needs and ensures responsiveness</li> <li>• Builds relationships with customers and identifies improvements to services</li> <li>• Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Takes responsibility for the quality and timeliness of the team's work products</li> <li>• Ensures team understands goals and expectations</li> <li>• Shares the broader context for projects and tasks with the team</li> <li>• Identifies resource needs, including team, budget, information and tools</li> <li>• Allocates responsibilities and resources appropriately</li> <li>• Gives team members appropriate flexibility to decide how to get the job done</li> </ul>



***SCHEDULE 3***

***EMPLOYMENT APPLICATION FORM***

**Permanent Part-time  
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# Employment Application Form

## Privacy Statement:

As part of the recruitment process Warren Shire Council will be collecting information about you. This information is private information for the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Human Resources staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.

## Personal Details \* Required Fields

First Name*	Last Name*
E-mail*	
Phone*	Mobile
Street Address*	Postal Address*
City, Town, Suburb*	Postcode*
Country*	State*

## Questions

<p>1. Please indicate your eligibility to work in Australia*</p> <p>a. Australian/New Zealand Citizen</p> <p>b. Permanent Resident</p> <p>c. Current Visa including Visa Class and duration (expiry date)</p> <p>d. None of the above</p>
<p>2. If you answered Current Visa or None of the above, please provide details of your eligibility to work in Australia including Visa date or issue and any Visa restrictions</p>
<p>3. Have you read and understood the position description and the requirements for the position that you are applying for? *</p> <p>a. Yes</p> <p>b. No</p>
<p>4. Have you ever previously been employed by Warren Shire Council? *</p> <p>a. Yes</p> <p>b. No</p>

5. If you answered Yes to the above question, please provide details of your employment (dates of employment and job/position title) \*

6. Please explain your motivation for applying for this position and why you believe you are a suitable candidate\*

7. Do you have any trade certificates, university or TAFE certificates or other (traffic control, etc.)? \*

a. Yes

b. No

8. If you answered Yes to the question above, please outline your qualifications and your experience in relation to this position within Local Government\*

Attach certified copies of all relevant documentation to this application\*

9. What Class of motor vehicle driving licence do you hold? \*

a. None

b. Class C

c. Class LR

d. Class MR

e. Class HR

f. Class HC

g. Class MC

h. Other (please explain)

State of Issue:

Expiry Date:

<p><b>10. Do you hold a SafeWork Construction Induction (White Card) or equivalent? *</b></p> <p>a. Yes - Card Number _____</p> <p>b. No</p>
<p><b>11. Have you had experience working in a team environment? *</b></p> <p>a. Yes</p> <p>b. No</p>
<p><b>12. If you answered Yes to the above question, please detail your experience including examples*</b></p>
<p><b>13. Excellent Time Management, Customer Service, and Conflict Resolution skills are essential in this role. Provide actual examples of your experience of these skills*</b></p>
<p><b>14. Equal Employment Opportunity - Please note that providing this information is voluntary, any information you provide will remain confidential and will only be used for the gathering of statistical data.</b></p> <p><b>Are you Male or Female?</b></p> <p>a. Male</p> <p>b. Female</p>
<p><b>15. Do you identify as Aboriginal or Torres Strait Islander?</b></p> <p>a. Yes</p> <p>b. No</p>
<p><b>16. Is English the primary language spoken at home?</b></p> <p>a. Yes</p> <p>b. No</p>

**17. Do you have a disability?**

**a. Yes**

**b. No**

**18. If you answered Yes to the question above, please state what support or assistance you require in order to help through the recruitment process.**

**19. Have you ever been a serving full-time member of the Australian Defence Force, or a reservist on continuous full-time service?**

**a. Yes**

**b. No**