



Container Deposit Scheme Operator

The Shire of Corrigin are seeking to appoint a trustworthy and reliable worker for the Corrigin Container Deposit Scheme Refund Point. Hours will vary with a minimum of 8 hours per week between Monday to Sunday.

Desirable skills

- Basic written and verbal communication skills.
- Developed interpersonal and customer service skills.
- Basic problem solving, conflict resolution and decision making skills.
- Basic record keeping skills.
- Basic plant operation / user maintenance skills.

Main duties include; but are not limited to:

- Customer service.
- Check and sort loads of containers for refund.
- Ensure site is well maintained and kept generally tidy.
- Maintain records of containers received at the site.
- Liaise with service providers and other agencies.
- Any other duties consistent with the level of this position and the principles of multi-skilling including providing assistance to the Works and Services section, as required.

Please review the Position Description with a full list of key roles and responsibilities below. If this position sounds right for you, submit your Resume along with a one page cover letter outlining your previous work history as well as any skills and attributes that you could bring to the team at the Shire of Corrigin.

Your application can be submitted via:

Post: Addressed as follows:
"Private and Confidential – Container Deposit Scheme Operator"
Human Resources Officer
Shire of Corrigin
PO Box 221
CORRIGIN WA 6375

Email: hr@corrigin.wa.gov.au
Please ensure that the subject line is marked as follows:
"Private and Confidential – Container Deposit Scheme Operator"

The closing date and time for applications is Friday 13 May 2022 at 4pm



Container Deposit Scheme Operator Position Description

1 Incumbent

Name: **

Date Commenced: **

2 Industrial Instrument and Level

Shire of Corrigin Enterprise Agreement 2018, Level 1.1

3 Position Summary

To assist in the Container Deposit Scheme Refund Point in Corrigin to ensure the efficient operation of the service.

To operate as part of a team to ensure productivity and quality results are achieved in managing the operations of the refund point.

To liaise with supervisors and staff to ensure that Council provides quality management of the Container Deposit Scheme service to the community.

4 Requirements of Position

4.1 Skills

- Basic written and verbal communication skills.
- Developed interpersonal and customer service skills.
- Basic problem solving, conflict resolution and decision making skills.
- Basic record keeping skills.
- Basic plant operation/user maintenance skills.

4.2 Knowledge and experience

- Basic understanding of Container Deposit Scheme Refund Point operations.
- Developed knowledge of safe working practices and procedures (for self, other workers and public).
- Knowledge of local area.
- Developing knowledge of Council Policies relevant to work area.

4.3 Qualifications and/or Training

- Hold a current C class motor vehicle driver's licence desirable.
- Hold a current Senior First Aid certificate desirable.

5 Key Roles and Responsibilities

The principle responsibility areas of this position are outlined in the table below:

Container Deposit Scheme Refund Point Site Duties
Direct vehicle traffic at refund point site to correct unloading areas and assist clients with unloading of containers.
Check and sort loads of containers for refund and arrange appropriate disposal or rejection of goods that do not meet the Container Deposit Scheme criteria.
Separate and sort the containers to ensure the maximum amount of recyclables are redirected away from landfill.
Liaise with service providers to arrange collection of containers from the refund point.
Ensure site is well maintained and kept generally tidy.
Maintain records of containers received at the site as directed.
Promote the refund point to neighbouring shires, towns, sporting clubs, and community groups.
Occupational Safety and Health
Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
Observe all safe working practices as directed by the supervisor and use of personal protective equipment as provided.
Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.
Plant Operation and Equipment
Operate plant and equipment in a competent manner.
Operate plant and equipment in manner compliant with Occupational Safety and Health guidelines including: loading and unloading, load restraints and personal protective clothing.
Other Duties
Undertake manual labouring duties as required.
Attend toolbox meetings as required.
Any other duties consistent with the level of this position and the principles of multi-skilling including providing assistance to the Works and Services section, as required.

6 Key Performance Requirements

- Quality and standard of Container Deposit Scheme Refund Point.
- Timeliness of completion of allocated tasks.
- Adherence to safe work practices.
- Effectiveness working unsupervised and/or within a small work team.

7 Key projects

Promote the Container Deposit Scheme Refund Point within Corrigin in a positive manner.

8 Organisational Relationships:

8.1 Position is responsible to:

Manager of Works and Services

8.2 Position supervises:

NIL

8.3 Key Relationships:

Internal:

- Chief Executive Officer
- Deputy CEO
- Manager Works and Services
- Environmental Health Officer
- Leading Hands
- Administration and Works Staff
- Other staff as employed from time to time

External:

- Councillors
- Other Local Governments
- General Public (including Ratepayers and Residents as appropriate)
- Suppliers of goods and services, contractors

9 Extent of Authority

Works within confines of policy and procedures, under the general supervision of the Manager of Works and Services.

10 Public Responsibilities

To promote a favourable public image of Council operations and the Shire in general.

	Signature:	Date
Employee		
Supervisor		
CEO		

Position Description Review History

Created	7 July 2020	Natalie Manton
Reviewed and updated	8 September 2020	Natalie Manton
Reviewed and updated	3 February 2021	Natalie Manton
Reviewed and updated	27 October 2021	Tanya Ludlow
Reviewed and updated	3 May 2022	Tanya Ludlow