



Waste Site Attendant Position Description

1 Incumbent

Name: ***

Date Commenced: ***

2 Industrial Instrument and Level

Shire of Corrigin Enterprise Agreement 2022, Level 2.1

3 Position Summary

To provide on-site waste disposal services at the Corrigin Waste Site to ensure its efficient and compliant operation.

To work as part of a small team to achieve quality outcomes in waste management operations.

To liaise with supervisors and other staff to support the delivery of effective and customer-focused waste management services 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.

Ability to maintain accurate records.

4.2 Knowledge and experience

Demonstrated experience and knowledge in waste site operations.

Basic understanding of legislation relating to waste site operations.

Developed knowledge of safe working practices and procedures (for self, other workers and public).

Knowledge of hazardous items.

Demonstrated experience in the safe operation of heavy plant such as forklifts and loaders.

Developing knowledge of Council Policies relevant to work area.

4.3 Qualifications and/or training

Hold a current “C” class driver’s licence as a minimum requirement; “HR” class is desirable.
Hold a current WA Construction White Card.
Hold a current First Aid certificate.

5 Key Roles and Responsibilities

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

Waste Site Duties
Direct vehicle traffic at waste site to correct tipping areas and assist clients with tipping of rubbish.
Check loads of rubbish for asbestos, oil, tyres, batteries, chemicals and other hazardous goods and arrange appropriate disposal or rejection of these goods (in accordance with legislative and Shire requirements.)
Assist with the separation of waste to ensure the maximum amount of recyclables are redirected away from landfill.
Ensure waste site is maintained free of windblown waste and kept generally tidy.
Maintain records of waste received at the site as directed.
Record and report all occurrences in accordance with the Site Registration conditions.
Report all fires at the site and ensure any fires are extinguished as soon as practicable.
Maintain waste site shed, office and other facilities in a safe and tidy condition.
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.
Comply with the Shire’s WHS policies and procedures and participate in regular safety training and audits.
Plant Operation and Equipment
Operate plant and equipment in a safe and competent manner.
Maintain a high standard of plant and machinery operation and maintenance and ensure that regular maintenance is carried out.
Operate plant and equipment in manner compliant with Occupational Safety and Health guidelines including: loading and unloading, load restraints and personal protective clothing.
Report faults or damage to the appropriate supervisor and assist in coordinating repairs where required.
Provide assistance with workshop and stock control when required.
Machinery Maintenance/Management.
Machinery and Equipment Maintenance (Parks and Gardens).
Fuel Management.
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.

Other activities and functions the position participates in are found in the Shire’s Roles and Responsibilities Matrix, which outlines roles and responsibilities across the Organisation.

6 Key Performance Requirements

Quality and standard of waste site attendant services.

Timeliness of completion of allocated tasks.

Adherence to safe work practices.

Effectiveness working unsupervised and/or within a small work team.

Accuracy and completeness of site records and reports.

Compliance with regulatory and environmental standards.

7 Key projects

Support initiatives to improve the efficiency, safety, and environmental performance of waste services within the Shire of Corrigin.

8 Organisational Relationships:

8.1 Position is responsible to:

Manager Works and Services

8.2 Position supervises:

Nil

8.3 Key Relationships:

Internal: Chief Executive Officer
Manager Works and Services
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's personnel, operations and the Shire in general.

	Signature:	Date:
Employee		
Supervisor		
CEO		

Position Description Review History

Created		
Reviewed and Updated	8/01/2020	Kirsten Biglin
Reviewed and Updated	27/05/2020	Kirsten Biglin
Reviewed and Updated	22/10/2025	Tanya Ludlow