SHIRE OF

Chapman Valley

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APPLICATION PACKAGE

RECRUITMENT

OF

REFUSE SITE ATTENDANT

Closes 4.00pm 3 October 2025

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REFUSE SITE ATTENDANT

The Shire of Chapman Valley is seeking a Part Time Refuse Site Attendant based at the Nabawa Refuse site.

A salary package between $33,000 and $36,500 per annum (including loading) is offered under the Local Government Industry Award 2021(IA) dependent on relevant skills, experience and qualifications.

The Application Package which includes the selection criteria can be obtained from the Shire's web site www.chapmanvalley.wa.gov.au or from the Shire Administration Office by phoning (08) 9920 5011.

Applications closing at 4:00pm 3 October 2025 should be addressed to the undersigned and emailed to dianne.raymond@chapmanvalley.wa.gov.au

To gain a better understanding of the role please call Esky Kelly, Manager Works Services on (08) 9920 5011 or Mobile 0429 109 816.

Jamie Criddle
Chief Executive Officer
PO Box 1
NABAWA WA 6532
Ph: 9920 5011

NOTES FOR APPLICANTS

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Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the other applications that will be received for the position.

SELECTION CRITERIA

This is the most important part of your application. Selection Criteria specify the essential and desirable knowledge, skills, experience, education and abilities required for the position. Consideration for interview is based upon a demonstration of your ability to meet each of the Criteria.

The following is a guide on how to address the Selection Criteria:

- Use each criterion as a separate heading.
- Write a paragraph under each heading stating your ability to meet the criteria. Provide evidence of past examples that support your statement.
- Try to ensure that you use work related examples to demonstrate your experience, knowledge and skills.
- Your submission for each criterion should be no more than one page for 5 criteria as a guide.
- A useful format to follow for addressing selection criteria is the 'STAR' method. Using this method, you break your paragraph into 4 sections:
    1. S = Situation - describe situation around the event.
    2. T = Task - describe the task you were required to perform.
    3. A = Action - describe the action you implemented to complete the task.
    4. R = Result - describe the result or outcome of the action you implemented to complete the task.
- Using the STAR format assists the reviewing Supervisor to assess your application.

REFEREES AND REFERENCES

It is not necessary to include written references or character referees as part of your application. However, if you choose to enclose written references you should provide copies only, originals may be requested later.

It is required you include the names and contact details of two (2) referees, who may be contacted directly by the Selection Panel. The referees you nominate should be able to comment on your recent (last 2-3 years) work experience. It is recommended you advise your referees you have nominated them.

OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Shire may ask to sight the originals at a later time.

CONTACT NUMBER

Please provide a contact email and telephone number to facilitate inviting you for an interview or to enable clarification of any points arising from your application.

APPLICATION FORMAT

The Shire of Chapman Valley is pleased to accept all applications for positions (handwritten or typed) however our preference, for administration purposes, is for applications to be typed and sent in via email as one document. All applications should be neat and legible for ease of reading by the selection panel.

LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received without verbal approval prior to the closing time and date. In special circumstances the Shire of Chapman Valley will accept a late application when consent to such a request has been given by the relevant Manager. As mentioned, such permission is to be sought before the closing date and time for applications.

CONDITIONS OF EMPLOYMENT

Information regarding the Local Government Industry Award 2021(IA) - can be found on the Fair Work Commission website.
https://www.fwc.gov.au/documents/documents/modern_awards/award/ma000112/default.htm

POSITION DESCRIPTION

TITLE:
Refuse Site Attendant

LEVEL:
Level 4 - Local Government Industrial Award 2021

SECTION:
Works and Services

ORGANISATIONAL RELATIONSHIPS:

Responsible to:

Manager of Works & Services

Works Supervisor

Chief Executive Officer

Internal Liaison:

All Staff

External Liaison:

Ratepayers & General Public
Contractors

EXTENT OF AUTHORITY:

This position is required to use initiative / judgement within confines of standards, procedures, and Council policies under supervision of the Manager of Works & Services

REQUIREMENTS OF THE JOB:

1. DUTIES & RESPONSIBILITIES

1.1. Customer Service

- Direct customers to relevant disposal/recycling/resource recovery locations.
- Assist customers in Transfer Station unloading areas.
- Promptly attend to customer enquiries in a courteous and effective manner.
- Record vehicles entering and leaving sites, recording data and information required for the application of the Shire's disposal fees.

- Work effectively as part of a team to achieve excellent customer service.

1.2. Site Operations

- Operate and maintain plant and equipment in an effective and efficient manner in accordance with the Shire's operating procedures and in compliance with relevant laws and regulations including zero blood alcohol limits and chain of responsibility requirements.
- Open and close Transfer Station, as necessary, ensure access by the public is maintained and security of facilities is monitored, and all users have vacated site prior to locking up.
- Liaise with Manager of Works & Services and wider team as required, for the efficient operation of the Waste Disposal Facilities.
- Examine cargo to prohibit disposal of non-permitted waste in accordance with landfill license conditions.
- Comply at all times with the department's systems/procedures and all training, instruction and induction requirements.
- Adherence to all the Shire's policies and procedures as relevant to this position.
- Any other duties consistent with the level of this position.
- Waste collection duties as required.
- All other duties/tasks as determined by the Manager Works Services relevant to this position

1.3. Housekeeping

- Maintain waste disposal site sheds, offices and other facilities.
- Maintain internal and external surrounds of waste site on a daily basis, collecting windblown litter and other dumped or scattered items for disposal in correct location.

1.4. Plant and Equipment

- Assist with minor routine maintenance and cleaning of plant on a daily basis.
- Ensure completion of pre-start checks and report any issues to Leading Hand.

1.5. Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other people in the workplace.
- They comply with all Shire policies and procedures relating to their health and safety.
- Utilise the Shire's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management Policies & Guidelines at the Shire of Chapman Valley

1. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

1.1. Authority & Accountability

- Works under the general supervision of the Manager of Works & Services.
- Works in accordance with approved Council's policies, procedures and guidelines.

1.2. Judgement & Problem Solving

- Ability to problem solve with solutions found in established processes and procedures.

1.3. Specialist Knowledge & Skills

- Basic keyboard and computer skills with a good working knowledge of Microsoft Office and the ability to learn new systems (if required).
- Good knowledge of money handling systems including EFTPOS.
- Good knowledge of waste disposal, resource recovery and recycling procedures.
- Good knowledge of Occupational Health & Safety practices.
- Fitness, agility and mobility to:
    - Work in high temperatures
    - Lift between 16 and 35kg
    - Bend and stretch as required to operate machinery
    - Climb onto truck platforms, steps and ladders

1.4. Interpersonal Skills

- Basic numeracy, written and verbal communication skills relevant to the work area.
- Ability to manage time effectively to ensure duties are carried out to the required standard.
- Demonstrated customer services skills.
- Ability to maintain accurate records.
- Ability to work as part of a team.

1.5. Qualifications & Experience

- High school education and/or related experience and training
- Experience in waste management operations
- Demonstrated experience in the safe operation of heavy plant and/or tickets
- Current Manual C drivers' license
- National (or Federal) Police Certificate (no more than 6 months old)
- Experience in Landfill Operations (Desirable)
- Knowledge of safe handling practices for asbestos (Desirable)

Pre-Requisite:

- Successful pre-placement Health Check
- WA Police Clearance
- Current Western Australian C Driver's License

BEHAVIOUR AND CONDUCT:

- Perform duties efficiently, responsibly, and ethically and in accordance with the Shire's Code of Conduct.
- Maintain a high level of confidentiality

OCCUPATIONAL SAFETY AND HEALTH & RISK MANAGEMENT

Exercise relevant Risk Management Occupational Safety and Health responsibility as detailed in the "OSH Policy and associated procedures and guidelines

REVIEW DATE:	19 September 2025
REVIEWED BY:	Manager of Works & Services

Signature: _____

Erskine Kelly
Manager Works and Services

Signature: _____

Refuse Site Attendant

SELECTION CRITERIA

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REFUSE SITE ATTENDANT

ESSENTIAL:

- Developed safe and efficient operations and user maintenance of various plant and equipment.
- Sound communication skills and ability to work effectively with others to achieve common goals
- Work under limited supervision either individually or in a team environment and may be deployed to a range of projects.
- Ability to quickly and effectively address issues that arise during operation
- Adaptability to adjust to changing work conditions that arise during operation.