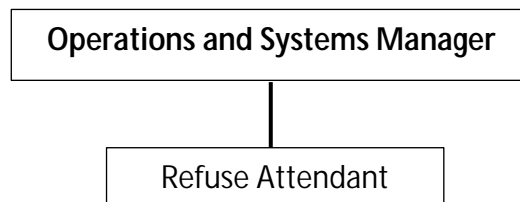


POSITION DESCRIPTION



Job Title:	Refuse Attendant – Opotiki
Responsible To:	Refuse Recovery Centre – Operations and Systems Manager
Directly Responsible For:	None
Position Purpose:	This job exists to: <ul style="list-style-type: none">• <i>Assess loads of refuse, collect payment and issue receipts</i>• <i>Compact waste as necessary</i>• <i>Sort and bale recyclable materials</i>• <i>Maintain the site in a clean and tidy condition</i>
Date:	11 September 2020

ORGANISATION CONTEXT



IMPORTANT FUNCTIONAL RELATIONSHIPS

External

Community members/ratepayers
Product/Service Providers
Community organisations
Iwi and Hapū
Contractors

Internal

All managers
All staff

KEY RESULT AREAS

The position of **Refuse Attendant** encompasses the following key tasks:

Jobholder is accountable for	Jobholder is successful when
<ul style="list-style-type: none"> To ensure that recyclable and reusable materials are separated and sorted into like material and placed in the designated places for disposal Offer sorting and separation advice to customers in a cheerful, helpful and courteous manner Where possible, assist in the unloading of materials Assist with the recycling, sorting and processing of materials within the RRC Keep the RRC clean and tidy, so that it is a pleasant and safe site Other occasional duties related to the core functions of the Council when requested To collect payment and issue receipts for materials deposited. 	<ul style="list-style-type: none"> The key tasks are completed to the required standards and within the required timeframes Community feedback is positive There is no cross contamination of stored or stacked materials The outside area of the RRC does not contain unauthorised materials All residual waste and recycled material is stored as required Outside bins have correct materials and are kept tidy.
<p>Ōpōtiki RRC</p> <ul style="list-style-type: none"> Daily reconciliation of payments received Carrying out compacting and baling of loose residual waste to the required standards Operation, when required of the RRC loader. 	<ul style="list-style-type: none"> Daily payments reconcile accurately Compacting and baling standards are met RRC loader is operated safely and effectively.
<p>Personal Development</p> <ul style="list-style-type: none"> Developing and maintaining competency for the role. 	<ul style="list-style-type: none"> Training is undertaken to maintain skills and qualifications relevant to the job.
<p>Health & Safety</p> <ul style="list-style-type: none"> Taking reasonable care to ensure the health and safety of yourself and others Complying with Councils policy, work practices and instructions and contributing to a safe and healthy work culture. 	<ul style="list-style-type: none"> Near misses, injuries and illness are reported in accordance with Council's requirements There are examples of engagement and promotion of health, safety and well-being in your work area.
<p>Civil Defence</p> <ul style="list-style-type: none"> Undertake any necessary training to ensure preparedness for Emergency Management. 	<ul style="list-style-type: none"> Support is provided during an emergency.

Other duties expected of position holder:

Undertake any other duties and functions as may be requested of you by your Manager.

Note:

The above performance standards are provided as a guide only.

PERSON SPECIFICATION

- A current Class 2 driver licence with wheels endorsement
- Knowledge of safe work practices
- The ability to work alone with minimal supervision
- Capable of competently operating mechanical machinery
- Available to work 8 hour days from Thursday to Monday, additional hours as required and public holidays as needed.

Key Job Competencies

- A good standard of interpersonal and communication skills
- Leadership by positive example to generate high quality outputs
- Able to plan and organise daily work programme
- A commitment to customer service
- Flexible and adaptable.

Manager

Date

Position Holder

Date