



# Position Description

## Position Details

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<b>Position Title</b>	<b>Solid Waste Team Member</b>
<b>Responsible To</b>	Waste Services Manager
<b>Employment Type</b>	Casual
<b>Hours of work</b>	As required
<b>Location</b>	Kawerau

## Position Purpose

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To collect recyclable goods from the kerbside, contributing towards the goals and objectives of the Zero Waste policy of Kawerau District Council, sorting, preparing, processing recyclable materials and other duties as required across the organisation.

## Council's Vision

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To create a resilient and sustainable Kawerau District that can meet the needs of the future.

## Internal and External Relationships

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### Internal Relationships

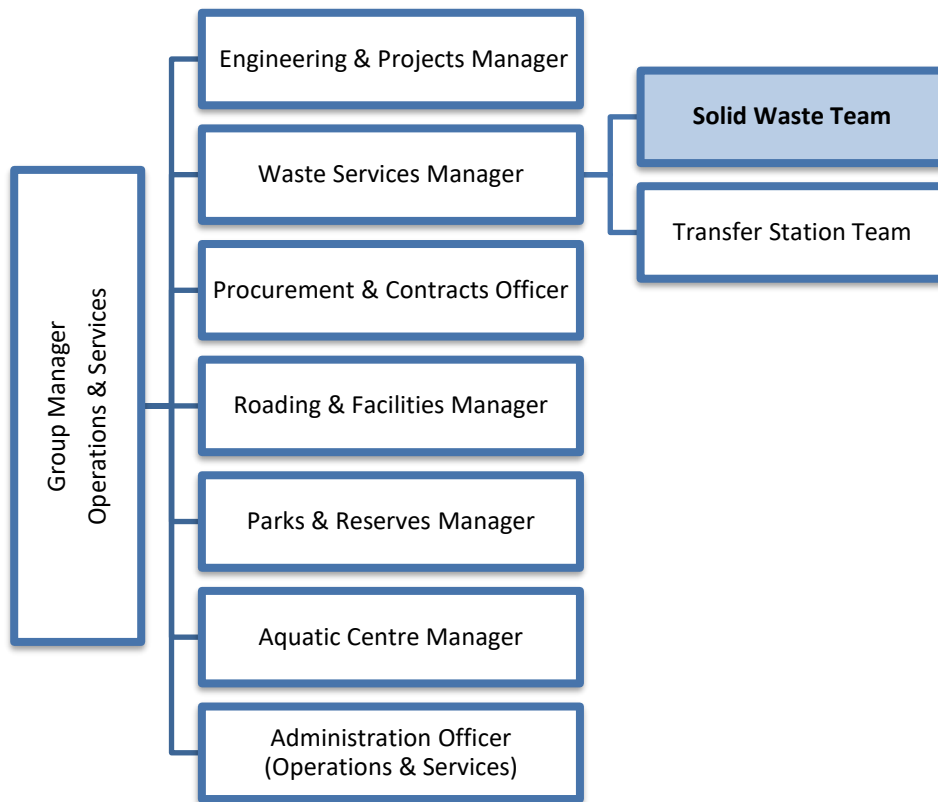
- Waste Services Manager
- Engineering Manager
- Council Staff

### External Relationships

- Members of the Public
- Contractors
- Community Organisations
- Suppliers

**Kawerau District Council operates a Drug and Alcohol Policy, which includes pre-employment, random, post-accident/incident and reasonable grounds testing.**

# Organisation Structure



## Key Responsibilities

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<b>RECYCLABLES</b>	
<ul style="list-style-type: none"> <li>Collection of recyclables.</li> <li>General sorting of recyclables.</li> </ul>	<ul style="list-style-type: none"> <li>Collect recyclables left at the kerbside as per Council's Zero Waste Policy.</li> <li>Take all due care and responsibility for Council property (i.e. tools, machinery, vehicles) required for the job.</li> <li>Assist other team members as required.</li> </ul>
<b>GREEN WASTE</b>	
Processing of green waste and recyclables.	Assist other team members and/or take the lead with processing green waste and recyclables.
<b>FEE / INFORMATION COLLECTION</b>	
Assist with tasks in the Transfer Station Kiosk.	<ul style="list-style-type: none"> <li>All customers are charged correctly for the material being recycled or deposited in pit.</li> </ul>

<b>Key Accountabilities (Jobholder is responsible for)</b>	<b>Key Accountability Measures (Jobholder is successful when)</b>
	<ul style="list-style-type: none"> <li>Information about load type and split is correctly entered into spreadsheet.</li> <li>The money collected balances daily.</li> </ul>
<b>TEAM WORK</b>	
Work effectively as an integral part of the Solid Waste team.	Consistent attendance at, and active participation in/contribution to, team meetings.
<b>HEALTH &amp; SAFETY</b>	
<ul style="list-style-type: none"> <li>Takes all practicable steps to ensure personal safety and not cause harm to any other person by personal actions.</li> <li>Demonstrates a personal commitment to Health and Safety in accordance with Council's Health and Safety Policy.</li> <li>Actively contributes to a healthy culture of manaakitanga (respect, generosity, and care).</li> </ul>	<ul style="list-style-type: none"> <li>Hazards are identified and control measures followed.</li> <li>Work-related accidents, incidents and illnesses are reported.</li> <li>Emergency procedures are followed.</li> <li>Safe work practices are demonstrated.</li> </ul>
<b>GENERAL</b>	
<ul style="list-style-type: none"> <li>Participate in the organisation's Personal Performance and Development Programme (PPD).</li> <li>Participate in the organisation's business improvement programme.</li> <li>Participate in Council's Civil Defence response teams.</li> <li>Carry out any other relevant duties as reasonably required.</li> </ul>	<ul style="list-style-type: none"> <li>Unbiased and empowering PPDs completed with supervisor and reporting staff.</li> <li>Consistent attendance at and participation in Team meetings.</li> <li>Participation in emergency drills and incidents as required.</li> <li>Participate in Civil Defence training and events.</li> <li>Willingly accept tasks assigned and meet agreed deadlines.</li> <li>Performs other duties as required by other department across the organisation.</li> <li>Willingness to learn additional skills is demonstrated.</li> </ul>

# Person Specification

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## **Technical / Professional Qualifications / Experience**

- Experience in, or keen to learn about all aspects of recycling and waste management.
- Experience in and able to operate heavy machinery and plant.
- Full Driver's License. Class 2 preferred.

## **Knowledge / Skills / Attributes**

- Knowledge of the effects and advantages of recycling for the community.
- Ability to report any problems to your supervisor in a timely manner.
- Ability to deal with the Public in a courteous manner.
- Effective and enthusiastic team member.
- Ability to work unsupervised.
- Ability to work as part of a team.
- Flexible and versatile.
- "Can do" attitude.
- Capable of working outdoors in a variety of conditions.
- Physical strength and stamina – capable of hard manual work.
- Ability/willingness to undertake other duties as instructed.
- Willingness to learn additional skills.