

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title Waste Collection Assistant			
Location	Jabiru, Gunbalanya, Maningrida	Department	Community and Council Services
Position Level	Level 1	Work Group	Works
Position Type	Fixed Term / Full Time	Approval Date	20 January 2026
Coverage	WARC Enterprise Agreement 2024	Approved By	CEO

Position Objective

To support the waste collection and disposal operations at Council's landfills.

Key Duties and Responsibilities

1. Help the waste crew collect rubbish in community areas.
2. Tell the right staff member quickly if you see any problems.
3. Check materials brought to the landfill and guide customers to the right disposal area.
4. Refuse unsafe or incorrect materials and explain how they should be disposed of properly.
5. Pass on business waste details to staff who handle billing.
6. Keep clear records of all vehicles entering the landfill, including the type and amount of waste.
7. Encourage good waste practices in the community, like car body pick-ups and proper disposal.
8. Hand out information and give advice on recycling, sorting, and sustainable waste methods.
9. Watch over daily landfill operations and help plant operators and customers when needed.
10. Act quickly in emergencies (like accidents or system failures) and follow safety rules.
11. With regard to work health and safety in the workplace:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Senior Works Officer which are within the employee's skills, competence and training.

Essential Criteria

1. Willingness to work indoors and outdoors in varying temperatures.
2. English speaking skills of a level to converse with and be understood by Aboriginal and non-Aboriginal people.
3. Be able to read labels (like chemicals) and write simple work notes for managers.
4. Deal with the public in a friendly and respectful way.

Desirable Criteria

1. Experience in waste collection and sorting.
2. Current C Class Drivers licence, at a minimum.
3. First Aid Certificate or willingness to obtain.

Organisational Relationships & Further Information			
Reports to	Senior Works Officer	Supervises	None
Internal liaising	All staff	External liaising	Community organisation representatives, Community members and stakeholders, Businesses
Span of hours	Days on which ordinary hours can be worked – Monday to Sunday Span of ordinary hours – 5 am to 10 pm		
Eligibility	Existing community resident and be CDP eligible as this position is created from the Remote Jobs and Economic Development (RJED) Program.		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.