

Position Description

Traffic Controller / Labourer

Position Details

**Position Title** Traffic Controller / Labourer

**Classification** EMRC Remuneration Band – Level 4

**Position Number** A0067A

**Basis of Employment** Full Time

**Team Name** Operations – Red Hill Waste Management Team

Position Objectives

* To assist with the day to day operation of the Red Hill Waste Management Facility

Organisational Values

The EMRC’s values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

**Excellence** Striving for excellence through the development of quality and continuous improvement.

**Recognition** Valuing employees in a supportive environment that focuses on their wellbeing.

**Innovation** Focus on innovative approaches in projects and service delivery.

**Responsiveness** Dynamic and flexible service delivery.

**Integrity** Accountability and consistency in all that we do.

Leaders ensure that the organisation’s values are created and sustained by establishing the Council’s strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

Key Duties/Responsibilities

Operational Responsibilities

* Coordinate traffic movements at the landfill tipping face to ensure safe operations are maintained.
* Perform traffic control duties as required.
* Assist with labouring duties as required.

Work Health & Safety (WHS) Responsibilities

* Comply with all Statutory requirements.
* Take reasonable care to ensure their own safety and health whilst at work and that of others.
* Consult and cooperate with management on matters of Work Health & Safety.
* Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
* Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
* Use personal protective equipment (PPE) as required.

Organisational Responsibilities

* Ensure all documents are created, stored and maintained in accordance with the organisation’s electronic Document Management system requirements
* Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
* Actively seek and report on methods of improving systems of work to ensure continuous improvement.
* Respond to organisational initiatives and assist in the development of the EMRC as directed.
* Represent the EMRC in a responsible and professional manner at all times.
* Comply with the policies and procedures of the organisation at all times.
* Properly organise and manage working time to ensure efficient productivity.
* Perform other duties as directed that fall within the scope of the position and/or the incumbent’s knowledge and skill base.

Position Requirements

Competencies

* Effective communication
* Demonstrated ability to work within a busy team environment.
* Experience in coordination of traffic movements on an operational site
* Experience performing general laboring duties

Hours of Duty

* Hours of work are 7:30am to 4:00pm, 8:00am to 4:00pm Tuesday to Friday.
* There may requirement to work weekends and Public Holidays on a roster system to ensure site operations are not impacted. Notice will be given in advance of this requirement and hours worked will be paid at the appropriate penalty rates.

Experience

* Experience coordinating and controlling traffic movements and general laboring.

Qualifications

* Current and valid WA “HR” Driver’s Licence (or equivalent desirable but not essential).
* Valid Traffic Controller Ticket/Accreditation.

Organisational Relationships

**Responsible to** A0064A – Site Supervisor

**Supervision of** Not Applicable

**Internal and External Liaison Internal** All EMRC staff

 **External** Member Council staff

 Non-member Council staff

 Community Groups

 Schools and Tertiary Institutions

 Relevant Commonwealth, State Government and Local Government Agencies

Extent of Authority

* This position operates under the direct supervision of the Site Supervisor and acts within the parameters of established guidelines, policies, procedures, and delegated authorities of the Regional Council.

Selection Criteria

Essential

* Current police clearance or willingness to obtain one.
* Valid Traffic Controller Ticket/Accreditation.
* General labouring experience.

Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

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| Name of Employee |  |  |
| Signature of Employee |  |  |
| Date |  |  |

**Date Last Reviewed** February 2023

**Reviewed** Senior HR Advisor

**Updated** Senior HR Advisor

**Approved** Manager Human Resources