

POSITION DESCRIPTION

We deliver innovative and sustainable waste management solutions for the benefit of our communities and the environment

- We **Recycle** materials to their highest practical value
- We **Innovate** and implement new approaches to recycling and resource recovery
- We **Educate** by providing tools to recycle right, reduce waste and live more sustainably.

POSITION TITLE: **Sorter**

Reports to:	Team Leader - MRF
Hours of work:	76 per fortnight or Casual
Direct Reports:	Nil
Work location:	Materials Recovery Facility – Canning Vale
Salary classification/remuneration:	Level 1 – Enterprise Agreement
Last reviewed/updated:	March 2022

OUR EMPLOYEE VALUES

All employees are expected to meet our STAR values:

- **SAFETY** We ensure that our priority is maintaining a safe work environment for all employees and for the community.
- **TOGETHER** We share our responsibility as one team and each individual has an important role as part of the team.
- **ATTITUDE** Our attitude and commitment to the organisation's procedures are ethically, socially and environmentally sustainable.
- **RESPONSIBILITY** We are responsible for our own performance and doing our best at all times.

POSITION OBJECTIVES

Undertakes general manual sorting, cleaning, and process work duties in all areas of the Materials Recovery Facility to ensure a higher percentage of materials are recovered and reduce waste to landfill.

KEY DUTIES/RESPONSIBILITIES

- Handle waste materials for sorting and processing.
- Perform regular clean-up and maintain all facilities in a tidy manner.
- Perform general routine maintenance tasks in accordance with the preventative maintenance schedule.
- Operate equipment and perform tasks effectively through using correct Manual Handling techniques.
- Comply with safety standards; safety instructions; operating procedures and; using and maintaining safety devices and personal protective equipment correctly.
- Ensure safe work environment through reporting all hazards and “near misses”.
- Perform Quality Assurance and Quality Control activities.
- Collect and control litter at Materials Recovery Facility and surrounds.

AUTHORITY

- Works under the direction of the MRF Team Leader and within established guidelines.
- Freedom to act is limited to standards and procedures.

SELECTION CRITERIA

ESSENTIAL

- Ability to work under general supervision and follow work instructions.
- Ability to work as part of a team.
- Manual dexterity.
- Able to perform repetitive tasks.
- Self-motivated and enthusiastic.
- Have attention to detail.
- Basic labouring skills.
- Sound literacy and numeracy skills.
- Knowledge of safe work procedures and OSH training relevant to work activities and work area.

DESIRABLE

- Experience in landfill site and/or waste transfer station and/or recycling facility experience.
- Current WA “C” class drivers’ licence.
- Working at Heights ticket
- Working in Confined Spaces ticket
- Forklift ticket

OTHER SPECIFIC INFORMATION

- Provision of pre-employment medical, including drug and alcohol test.

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.

Name of Employee: _____

Signature of Employee: _____

Date: _____