

Position Description

Position Title	Plant Operator
Position Number	EWTD23
Directorate	Infrastructure
Business Unit/s	Waste Operations
Reports to	Supervisor WMGA01
Classification	OWA – Level 6

Organisational Overview

The City of Stirling is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 220,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1200 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:

- Approachable
- Responsive
- Transparent
- Innovative

Reporting Relationships

This position reports to Supervisor Waste Operations WMGA01, and is primarily based at the Recycling Centre Balcatta (RCB) 238 Balcatta Rd Balcatta.

Position Overview

This position is responsible for the safe and efficient operation of specialised plant and equipment at the Recycling Centre Balcatta (RCB), including the loading, distribution and recording of engineering materials for civil construction and maintenance activities. The position monitors stock levels of engineering products and recycled materials, maintains accurate operational records, and provides technical and operational support to Waste Operations and Engineering Services. The role assists in coordinating daily site activities, ensuring compliance with safety and environmental requirements, and provides guidance and support to other operational employees as required, this position also provides coverage at the green waste and mixed waste sites as required.

Position Objectives

- Operate a range of plant such as (but not limited to):
 - Front-end loader
 - Excavator
 - Material handler
 - Ride on sweeper
 - Fork lift
- Coordinate the loading and dispatch of engineering materials for internal civil construction and maintenance projects.
- Accurately record material movements and allocations against nominated works orders, job numbers and operational projects.
- Monitor stock levels of recycled materials, road construction products and other engineering resources and advise supervisory staff of replenishment requirements.
- Liaise with Engineering Operations personnel regarding material requirements, availability and scheduling.
- Monitor operational performance and identify opportunities for improved efficiency, resource utilisation and waste diversion outcomes
- Provide technical guidance and on-the-job training to operators, attendants and temporary employees.
- Assist with general RCB operations as an attendant or runner, as required.
- Provide Road Works Traffic Management as required.
- Undertake administrative duties including completion of timesheets, plant start-up and shut down checks, site-specific records and reporting of plant defects.
- Notify Supervisor of requirement for repair of and equipment for Waste Operations.
- Attend and participate in regular toolbox meetings with employees encompassing workplace safety, work practices and schedules and related issues.
- Maintain quality of own work to meet the City's Workplace Health and Safety standards.

- Promote safety awareness and ensure a safe working environment.
- Other duties as required

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level	
Secondary school education (Year 10 minimum) or equivalent skills and abilities	Essential
Mandatory Certificates, Licences, Tickets, Memberships, Registrations	
Basic Worksite Traffic Management Accreditation	Essential
Traffic Controller Accreditation	Desirable
Certificates to Operate Nominated Plant	Essential
Safety Awareness Training Certificate, White Card	Desirable
Knowledge, Skills, Experience & Abilities	
Understanding of customer service principles and practices.	Essential
Interpersonal skills and good written and verbal communication skills.	Essential
Demonstrated experience providing technical guidance and mentoring to staff	Essential

Ability to promote and maintain a safe work environment including a good knowledge of safety and operator maintenance procedures for construction plant and safe working practices about mechanical plant and heavy vehicles.	Essential
Demonstrate knowledge of safety management systems and procedures such as safe work method statements and job safety analysis.	Essential
Demonstrated experience coordinating daily operational activities within a waste, recycling, construction or industrial environment.	Essential
Substantial experience operating relevant construction plant.	Essential
Demonstrated experience coordinating daily operational activities within a waste, recycling, construction or industrial environment	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence HR, HC or MR	Essential
LF (Forklift) License	Essential

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Position Creation Date	Date	24 June 2026	Officer	
Last reviewed/Modified	Date	24 June 2026	Officer	Service Lead Waste Operations