



Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

RECRUITMENT INFORMATION PACKAGE

General Hand – Waste Facility

FULL TIME – 16 month fixed term contract

Applications will be accepted until Close of Business on **Friday 27th March 2026**

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Careers on (08) 9761 0807 or via email to careers@bridgetown.wa.gov.au.

VACANCY

General Hand – Waste Facility

FULL TIME

The Shire of Bridgetown is seeking a reliable and motivated individual to join our team as a General Hand – Waste Facility. This position plays an important role in supporting the safe and efficient operation of the Shire's waste management services while helping maintain a clean and well-organised facility for the community.

Working as part of a small team, the successful applicant will assist with the day-to-day operations of the waste facility, including site maintenance, waste sorting, and providing guidance to customers using the facility. This role requires a practical, safety-focused person who is comfortable working outdoors and engaging with members of the public.

Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- 50% membership discount at the Bridgetown Leisure Centre
- 12% Superannuation plus 3% when an employee contributes 5%
- Salary Packaging available to all employees

At the Shire of Bridgetown-Greenbushes, we live our values:

- Welcoming – We foster inclusion and approachability
- Community Minded – We work collaboratively with and for our people
- Creative – We seek better ways through innovation
- Sustainable – We consider the future in every decision
- Cost-Effective & Accountable – We ensure value for our community

Applicants need to provide a resume and cover letter addressing the Selection Criteria in the Information Package.

For further information on this position, contact Careers on (08) 9761 0807.

Applications close on Friday 27th March 2026.

POSITION DESCRIPTION

1. POSITION TITLE: General Hand – Waste Facility

2. DEPARTMENT: Projects and Environment

3. AWARD COVERAGE AND CONDITIONS

Level 2/3 of the applicable *Shire of Bridgetown–Greenbushes Enterprise Agreement*.

4. POSITION OBJECTIVES

To carry out tasks relevant to the safe, hygienic and compliant management of the waste disposal site. Provide efficient and courteous customer service to Shire residents and staff visiting the waste disposal site.

5. REQUIREMENTS OF THE ROLE

5.1 Skills

- Good verbal and written communication skills
- Excellent record keeping skills
- Ability to operate an iPad and relevant software
- Competent operating waste handling equipment

5.2 Knowledge

- Knowledge and understanding of safe working practices
- Ability to operate plant and equipment competently

5.4 Qualifications

- Heavy Rigid drivers licence
- Forklift ticket
- Front End Loader ticket

5.5 Customer Service

- Provide exceptional customer service to all internal and external stakeholders
- Treat customers with professionalism and dignity
- Attend to enquiries promptly, courteously and effectively, resolving ongoing matters as required

6. KEY DUTIES

- Attend the gate at the waste management facility
- Undertake refuse collection
- Collect, sort and prepare for market recycled materials
- Manage the deposit of refuse at the Shire's waste management sites
- Ensure the safety of all visitors to the waste facility
- Assist in the management of the containers for change collection point
- Provide traffic management and direct customers to the appropriate drop off bays
- Ensure the appropriate refuse points are used by visitors to the waste facility
- Perform other duties as directed by the Supervisor Waste & Technical Services

7. WORK HEALTH AND SAFETY

- Ensure compliance with WHS legislation and Council policies
- Promote a positive safety culture within the team and escalate significant issues to the Executive Leadership Team
- Report all accidents, incidents and hazards
- Conduct risk assessments and job safety analyses prior to commencing tasks
- Eliminate or control hazards using the hierarchy of controls
- Complete required training to ensure personal, team and public safety

8. ORGANISATIONAL RELATIONSHIPS

Reporting to: Supervisor Waste & Technical Services

Manages: N/A

Internal Relationships: Director Projects & Environment, Manager Works & Services, Waste Facility employees

External Relationships: General public, community groups and contractors

9. EXTENT OF AUTHORITY

The position operates within statutory requirements, Council policies and delegated authority.

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
3. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
4. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au or via Seek

Queries

If you have queries with regards to completing your application, please contact Careers on (08) 9761 0807 or careers@bridgetown.wa.gov.au

For information on the Shire of Bridgetown-Greenbushes, visit our website www.bridgetown.wa.gov.au