

## Job and Person Specification

<b>Position:</b>	Waste Transfer Station Attendant
<b>Department:</b>	Works
<b>Location</b>	Various
<b>Reports to:</b>	WTS Team leader
<b>No of Direct Reports:</b>	Nil
<b>Award / Level:</b>	Municipal Employees Level 3 - Casual
<b>Incumbent:</b>	TBA
<b>Date Appointed:</b>	TBA

Position Objective
<ul style="list-style-type: none"> <li>• Ensure Council's vision of a clean environment is realised through actively assisting and encouraging customers to minimise waste and engage in recycling.</li> <li>• Operation of Council's waste transfer station site in accordance with the relevant legislation, regulations and licence conditions</li> <li>• Safe and efficient collection of Town Litter throughout the municipality</li> <li>• Maintain a safe and tidy facility for use by the general public.</li> </ul>

Key Result Area	Key Tasks	Performance Indicators
Operations	<ul style="list-style-type: none"> <li>• Assist the public to correctly utilise the waste transfer station areas by giving appropriate guidance and advice on disposal areas and methods.</li> </ul>	Provide accurate information to the public in a friendly and approachable manner.
	<ul style="list-style-type: none"> <li>• Report any difficulties and/or possible service improvements to the supervisor for further action.</li> </ul>	Issues are promptly reported and improvements suggested.
	<ul style="list-style-type: none"> <li>• Assist public with advice and education on separating their waste for reuse, recycling and general sorting into appropriate locations.</li> </ul>	Effective and efficient sorting of waste materials is achieved.
	<ul style="list-style-type: none"> <li>• To collect fees as per Council's Scheduled fees for items that attract fees and maintain appropriate records.</li> </ul>	Advise the public of the correct fee payable and collect the appropriate amount providing a receipt for each transaction.

Key Result Area	Key Tasks	Performance Indicators
	<ul style="list-style-type: none"> <li>To ensure transfer stations are maintained to the highest standard possible.</li> </ul>	Ensure ongoing site hygiene of the transfer station to maintain the required standard.
Town Litter Collection	<ul style="list-style-type: none"> <li>Collect and dispose of town litter from various locations throughout the municipality</li> </ul>	Town litter is collected in a timely, safe and efficient manner.
	<ul style="list-style-type: none"> <li>Operate and maintain equipment associated with litter collection.</li> </ul>	Equipment is operated and maintained in a safe manner
Site Health & Safety	<ul style="list-style-type: none"> <li>Ensure hazardous waste is identified and disposed of appropriately and safely.</li> </ul>	Hazardous waste is disposed of in accordance with regulations and guidelines.
	<ul style="list-style-type: none"> <li>Maintain adequate signage and conduct security checks at transfer station site.</li> </ul>	Ensure all relevant signage is displayed and fencing and security measures are intact.
	<ul style="list-style-type: none"> <li>Maintain and service the items of plant if allocated in accordance with defect plant procedures, bringing any defects or problems to the supervisor's attention.</li> </ul>	If requested, maintain and service relevant plant and equipment allocated.
	<ul style="list-style-type: none"> <li>Undertake semi-skilled and skilled manual work as required.</li> </ul>	Works is carried out as instructed to a high standard.
	<ul style="list-style-type: none"> <li>To carry out all tasks allocated in a diligent manner ensuring the supervisor is advised of any circumstances that prevent a successful conclusion.</li> </ul>	Works is carried out as instructed to a high standard.
Legislation and Council Policies	<ul style="list-style-type: none"> <li>Be aware of and ensure a thorough understanding of all relevant Council Policies and Procedures</li> <li>Understand the requirements to ensure compliance with any occupational specific legislation</li> <li></li> </ul>	Compliance with policies, procedures and legislative requirements.
Work Health and Safety	<ul style="list-style-type: none"> <li>Work in accordance with OH&amp;S legislative requirements at all times</li> <li>Participate in occupational health and safety training</li> <li>Report incidents and accidents to Risk and Safety Coordinator</li> </ul>	Compliance with Workplace Health & Safety Act 1995 WH&S training is completed as requested.

Key Result Area	Key Tasks	Performance Indicators
Risk Management	<ul style="list-style-type: none"> <li>Risk management responsibilities as outlined in the BODC Risk Management Framework</li> </ul>	Awareness of and compliance with Risk Management processes and maintenance of Risk Register.

Selection Criteria/Person Specification	
<b>QUALIFICATIONS/EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Customer Service experience.</li> <li>A proven record in the use of mechanical equipment (preferred).</li> <li>Previous experience in waste management (desirable)</li> <li>Knowledge of modern waste management practices.</li> <li>General mechanical and plant servicing knowledge.</li> </ul>
<b>KNOWLEDGE/SKILLS</b>	<ul style="list-style-type: none"> <li>To be an effective team member in different work situations sometimes in difficult conditions and at short notice.</li> <li>Sound conflict resolution skills</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Commit to Councils Waste Management Strategy as it relates to WTS Operations to maximise recyclable materials recovery and to meet/exceed landfill diversion.</li> <li>Have the ability to work in both a team environment or as an individual with minimal supervision</li> <li>This position requires the incumbent to have excellent health and be physically capable of carrying out a range of duties in an outdoors environment</li> </ul>
<b>DELEGATIONS &amp; AUTHORITY</b>	Nil
<b>JOB REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Current drivers licence - Light Rigid (LR) licence preferred</li> <li>Appropriate plant operators certificates (desirable) Ability to work weekends and public holidays as required</li> </ul>
<b>EEO</b>	Ability to clearly understand and adhere to all Council policies associated with Equal Employment Opportunity, Discrimination and Harassment
<b>TRAINING</b>	Provided as required

**By accepting this position the employee understands their responsibility:**

- To keep all information that they are exposed to confidential during and after their period of employment with Break O' Day Council. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed
- To not access any information within Council's systems that is not directly relevant to their work

Employee  
Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Approved By  
Departmental  
Manager: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Date Position  
Created: \_\_\_ / \_\_\_ / \_\_\_

Date Position  
Reviewed: \_\_\_ / \_\_\_ / \_\_\_