

Job and Person Specification

Position: Waste Transfer Station Attendant
Department: Works
Reports to: WTS Team Leader
No of Direct Reports: Nil
Award / Level: Municipal Employees Level 3A
Incumbent:
Date Appointed:

Position Objective

As a member of Council's outdoor works team, this position assists in the delivery of Council services to our local community in a professional and safe manner. Whilst there is a focus on the operation of Council's Waste transfer Stations, at times you might be required to undertake other duties in support of the works team.

The position will require adherence to our organisational values of "Working as a team with open and honest communication; we act with integrity whilst showing respect and being positive and proactive in our actions."

Key Result Area	Key Tasks	Performance Indicators
WTS Operations	- Assist the public to correctly utilise the waste transfer station areas by giving appropriate advice on disposal areas and methods in a non confrontational way and report any difficulties to the WTS Team Leader, if not available than Works Operations Manager further action. - To collect fees as per Council's Scheduled fees for items that attract fees and maintain appropriate records. - To ensure transfer stations are maintained to the highest standard possible.	Provide accurate information to the public in a friendly and approachable manner. Correct segregation and placement of waste and recoverable materials. Advise the public of the correct fee due and collect the appropriate amounts providing a receipt for each transaction. Ensure ongoing cleaning and tidying of the transfer stations to maintain the standard required by the Council

	• Ensure hazardous waste is disposed of appropriately and safely. • Maintain adequate signage and conduct security checks at transfer station site. • Operate plant (backhoe, loader or other machinery as instructed). • 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. • Undertake semi-skilled and skilled manual work as required. • To carry out all tasks allocated in a diligent manner ensuring the supervisor is advised of any circumstances that prevent a successful conclusion.	and in compliance with licence conditions. Ensure hazardous waste is disposed of in accordance with regulations and guidelines and according to Council procedures. Ensure all relevant site signage is displayed and fencing and security measures are intact. Advise WTS Team Leader of defective signage and fencing and need for replacement/repair. Operate plant in accordance with Safe Operating Procedure. If requested, maintain relevant plant and equipment allocated to the WTS. Report all plant defects and damage. Damaged plant is to be reported via the incident reporting process.
Work Health and Safety	• Work in accordance with WHS legislative requirements at all times • Participate in work health and safety training • Report incidents and accidents to WTS Team Leader • Participate in Risk Assessment activities	Compliance with relevant Workplace Health & Safety legislation WHS training is completed as requested

Legislation and Council Policies	• Be aware of and ensure a thorough understanding of all relevant Council Policies and Procedures • Understand the requirements to ensure compliance with any occupational specific legislation	Compliance with policies, procedures and legislative requirements
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Selection Criteria/Person Specification	
QUALIFICATIONS/EXPERIENCE	Demonstrated or the ability to acquire • Use of hand tools, small and medium. • Use of fixed mechanical equipment (compactor) • Previous experience in waste management (desirable) • Operation of small plant and hold appropriate licences or plant operator certificates • Knowledge of current waste management practices. • General mechanical and plant servicing knowledge
KNOWLEDGE/SKILLS	• To be an effective team member in different work situations sometimes in difficult conditions and at short notice. • Sound conflict resolution skills
PERSONAL ATTRIBUTES	• Have the ability to work in both a team environment or as an individual with minimal supervision • This position requires the incumbent to have excellent health and be physically capable of carrying out a range of duties in an outdoors environment
DELEGATIONS & AUTHORITY	Nil
JOB REQUIREMENTS	• Current drivers licence • Appropriate plant operators certificates • Ability to work weekends and public holidays as required or as rostered.
EEO	• Ability to clearly understand and adhere to all Council policies associated with Equal Employment Opportunity, Discrimination and Harassment
TRAINING	• 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: ____ / ____ / ____