



## Job and Person Specification

**Position:** Casual Waste Transfer Station Attendant  
**Department:** Works  
**Reports to:** Works Operations Manager  
**No of Direct Reports:** Nil  
**Award / Level:** Municipal Employees Level 3A  
**Incumbent:**  
**Date Appointed:**

Position Objective
<p>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.</p> <p>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.”</p>

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 advice on disposal areas and methods, avoid confrontation and report any difficulties to the Works Operations Manager or Manager Infrastructure &amp; Development Services further action.</li> </ul>	<p>Provide accurate information to the public in a friendly and approachable manner.</p> <p>Correct segregation and placement of waste and recoverable materials.</p>
	<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>	<p>Advise the public of the correct fee due and collect the appropriate amounts providing a receipt for each transaction.</p>
	<ul style="list-style-type: none"> <li>To ensure transfer stations are maintained to the highest standard possible.</li> </ul>	<p>Ensure ongoing cleaning and tidying of the transfer stations to maintain the standard required by the Council and in compliance with licence conditions.</p>

Key Result Area	Key Tasks	Performance Indicators
Operations	<ul style="list-style-type: none"> <li>Ensure hazardous waste is disposed of appropriately and safely.</li> </ul>	Ensure hazardous waste is disposed of in accordance with regulations and guidelines and according to Council procedures.
	<ul style="list-style-type: none"> <li>Maintain adequate signage and conduct security checks at transfer station site.</li> </ul>	<p>Ensure all relevant site signage is displayed and fencing and security measures are intact.</p> <p>Advise Works Operations Manager of defective signage and fencing and need for replacement/repair.</p>
	<ul style="list-style-type: none"> <li>Operate plant (backhoe, loader or other machinery as instructed)</li> </ul>	Operate plant in accordance with Safe Operating Procedure.
	<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>	<p>If requested, maintain relevant plant and equipment allocated to the WTS.</p> <p>Report all plant defects and damage. Damaged plant is to be reported via the incident reporting process.</p>
	<ul style="list-style-type: none"> <li>Undertake semi-skilled and skilled manual work as required.</li> </ul>	
	<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>	
Work Health and Safety	<ul style="list-style-type: none"> <li>Work in accordance with WHS legislative requirements at all times</li> <li>Participate in work health and safety training</li> <li>Report incidents and accidents to Work Health &amp; Safety Coordinator</li> <li>Participate in Risk Assessment activities</li> </ul>	Compliance with relevant Workplace Health & Safety legislation

		WHS training is completed as requested
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> </ul>	Compliance with policies, procedures and legislative requirements

Selection Criteria/Person Specification	
<b>QUALIFICATIONS/EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Use of hand tools, small and medium.</li> <li>• A proven record in the use of mechanical equipment.</li> <li>• Previous experience in waste management (desirable)</li> <li>• Experience in using small plant and hold appropriate licences or plant operator certificates..</li> <li>• Knowledge of current 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>• 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</li> <li>• Appropriate plant operators certificates</li> <li>• Ability to work weekends and public holidays as required or as rostered.</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: \_\_\_ / \_\_\_ / \_\_\_