

POSITION DESCRIPTION

Position Title	Transfer Station Attendant
Position Code	1501
Department	Infrastructure Services
Business Unit	Waste Management
Work Group	Bowser Landfill
Position Classification	Band 3
Effective Date	January 2015

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

In accordance with council policies and guidelines attend to the provision of waste and recycling collection services at the Rural City of Wangaratta Transfer Station.

2. Working Relationships

Reports to	Team Leader - Waste
Supervisors	NA

3. Key Responsibilities

- 3.1 To supervise and control the operations at the Wangaratta Transfer Station. Directing the general public in the tipping and disposal of refuse and recyclable materials.
- 3.2 Estimate quantities of refuse and recyclable material and collect fees, record quantities and issue receipts in accordance with council policy and account for monies collected.
- 3.3 Ensure that dangerous goods or hazardous substances e.g., asbestos, toxic chemicals and liquid waste are not disposed of at the Transfer Station.
- 3.4 Provide guidance and advice and encourage the general public to fully utilise the recycling facilities available at the Transfer Station.
- 3.5 Maintain and keep the Transfer Station in a neat, tidy and presentable condition
- 3.6 Ensure that all dealings with the general public and recycling contractors are carried out in a friendly, courteous and cooperative manner.
- 3.7 To provide and maintain a safe worksite and carry out works in accordance to Occupational Health and Safety regulation
- 3.8 Undertake a site report (checklist) for each shift. Identifying site repairs, collection requirements and any Occupational Health and Safety issues.

4. Core Physical Requirements

- 4.1 Capacity to, on occasion, lift items unspecified in weight within individual limits.
- 4.2 Capacity to work in an outdoor environment for varying periods of time.
- 4.3 Capacity to drive a motor vehicle.
- 4.4 Capacity to walk on uneven surfaces.
- 4.5 Capacity to sit/drive, operate plant & equipment if required.

5. Accountability and Extent of Authority

- 5.1 Accountable for the supervision, control, operation and maintenance of the transfer station in accordance with council policy and guidelines.
- 5.2 Authorised to supervise, control, operate and maintain the transfer station in accordance with council policy and guidelines.
- 5.3 Accountable for the correct estimation of quantities of waste and recyclable materials and authorised to determine fee's in accordance with council policy.
- 5.4 Accountable for correctly recording tipping fees and charges and ensuring monies and receipts balance at the end of each day.

- 5.5 Accountable for ensuring that all dealings with the general public and recycling contractors are carried out in a friendly, courteous and cooperative manner.
- 5.6 Accountable for fulfilling obligations under the Occupational Health and Safety Act and relevant regulations and Council's OH&S Policy, observe safe work practices, report unsafe conditions or practices to Coordinator.
- 5.7 Authorised to take appropriate action to ensure own and public safety.

6. Judgement and Decision Making

- 6.1 This position requires the use of personal judgement to determine quantities and determining the appropriate response or action required to deal with customers.
- 6.2 This position requires some originality in approach with solutions usually attributable to the application of previously encountered procedures and practices.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

- 7.1.1 Knowledge of operating a Transfer Station or similar complex.
- 7.1.2 Mathematical skills and ability to determine quantities and calculate fees.
- 7.1.3 Ability to gain cooperation from the public who use the transfer station.
- 7.1.4 Ability to complete site report (checklist) each shift.
- 7.1.5 Ability to recognise dangerous goods or hazardous substances e.g., asbestos, toxic chemicals and liquid waste.
- 7.1.6 Demonstrated ability to provide and maintain a safe worksite and carry out works in accordance to Occupational Health and Safety regulations.

7.2 Management Skills

- 7.2.1 Ability to work with limited supervision.
- 7.2.2 Ability to reach objectives within a time frame.
- 7.2.3 Ability to effectively and efficiently utilise resources.

7.3 Interpersonal Skills

- 7.3.1 Ability to understand and follow verbal and written instructions.
- 7.3.2 Ability to communicate effectively and gain cooperation from customers.

8. Qualifications and Experience

- 8.1 Experience in operating a Transfer Station or similar complex.
- 8.2 Experience working in a public service environment.
- 8.3 Completion of a Customer Service training course preferred.
- 8.4 Certificate of competency for Front End Loader.
- 8.5 Completion of asbestos awareness training preferred.

9. Key Selection Criteria

- 9.1 Experience in operating a Transfer Station or similar complex.
- 9.2 Mathematical skills and ability to determine quantities and calculate fees.
- 9.3 Demonstrated ability to communicate effectively and gain cooperation from customers and contractors.
- 9.4 Ability to recognise dangerous goods or hazardous substances e.g. asbestos, toxic chemicals and liquid waste.
- 9.5 A current driver licence and front-end loader licence.
- 9.6 Demonstrated ability to provide and maintain a safe worksite and carry out works in accordance with Occupational Health and Safety regulations.
- 9.7 Ability to work with limited supervision.
- 9.8 Ability to understand and follow verbal and written instructions.
- 9.9** Ability to work weekends and extra shifts as required.

Authorised by: Director –

Date:

Employee's Signature:

Date
