

SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

Position Details

Title:	Transfer Station Attendant
Classification:	Band 3
Position Number:	105
Business Unit:	Sustainable Community
Directorate:	Infrastructure and Sustainability
Reports to:	Resource Recovery Supervisor

Our Vision and Values

Vision

Thriving Community, Limitless Opportunity

Values

Raise the Bar

Create Brilliance Together

Dream Boldly, Change Bravely

Integrity in Every Step

Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

Position Summary

To assist in the operation of the Southern Grampians Shire Council Waste Management Services by ensuring the efficient and effective operation of the Council's waste transfer stations

Key Responsibilities

Load Assessment

- Assess the load type, and the appropriate category of all waste entering the transfer station
- Assess the fee applicable to each load of waste entering the transfer station

Direct Traffic

- Direct customers to the appropriate waste disposal area

Waste Minimisation and Public Education

- Provide written and verbal information to customers to improve waste diversion
- Where items may be re-sold, divert to Re-use Shop

Cash Management

- Maintain accurate records of all transactions
- Assess fees and issue customer receipts to all customers
- Update fee signs as directed
- Collect, secure and transfer fees to the Finance Department
- Reconcile fees and receipts, and forward financial summaries to finance department

Record keeping

- Maintain records of Drummuster, Batteries, Mattresses, Tyres, Refrigerators and E-waste
- Record customer complaints and report to the Resource Recovery Supervisor

Site Management

- Maintain Transfer Station in a clean, tidy and orderly condition, regularly collecting wind-blown material from boundary fences, and from within the facility
- Maintain office and toilet in a clean and tidy state
- Promptly alert the Resource Recovery Supervisor to any environmental problems encountered or experienced
- Promptly alert the Resource Recovery Supervisor of any maintenance issues
- Liaise with the Resource Recovery Supervisor to ensure that minimal stockpiles of tyres, mattresses, scrap metals, hydrocarbons, batteries, gas bottles, chemical drums, recyclables and green waste are stored on site
- Display site notices and education material as required
- Adhere to Transfer Station procedures in Waste Management Manual
- Be proactive in keeping the site clean and tidy

Public Relations

- Perform all tasks/duties in a manner which promotes effective teamwork and good public relations
- Act as Council representative, project a respectful and professional manner at all times

Extent of Authority

- The incumbent is directly responsible for the safe and efficient operation of the transfer station
- Commit to and adhere with Child Safety standards and Council's requirements

Judgement and Decision Making

- Involves the use of some personal judgement in the completion of tasks. Objectives are well-defined with the incumbent able to make decisions on the methodology within the constraints of authorised practices
- Guidance in all areas is readily available from Resource Recovery Supervisor

Specialist Skills and Knowledge

- An understanding of transfer station waste management practices and their operational techniques is desirable
- Customer service skills
- Basic mathematics and bookkeeping
- An understanding of relevant items of plant and their operational techniques (desirable)
- License to operate loader and heavy rigid truck (desirable)

Management Skills

- Ability to plan and effectively use one's own time to achieve specific and set objectives with the resources available and within set timeframes
- Ability to respond to directions positively, to implement change
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for your own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
 - Contribute to OHS consultation processes
 - Prompt reporting of hazards and incidents

Inter-personal skills

- The ability to communicate effectively with all other employees and members of the public

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:

- Southern Grampians Shire Council Policies and Procedures
- Southern Grampians Shire Council Staff Code of Conduct
- Privacy and Data Protection Act 2014 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Government/Industry Codes of Conduct
- The Southern Grampians Shire Council Enterprise Agreement
- The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
 - Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004

Key Selection Criteria

The employee will demonstrate the following:

- Knowledge of transfer station operations and waste management practices
- Basic mathematics and bookkeeping skills
- Customer service skills to effectively deal with transfer station customers
- Demonstrated ability to work with minimal supervision
- An understanding of Occupational Health and Safety issues within the workplace
- A reasonable level of physical fitness

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Signature: _____

Date: _____