

Position Description

Position title	Transfer Station Operator
Reports to	Supervisor Waste Services
Department	Infrastructure Services Department
Classification	Level 3 - Local Government Industry Award (Stream B)
Last Review Date	June 2018

Position Summary

The purpose of this position is to carry out operations at Council's waste facilities in an effective and efficient manner as directed by the Waste Services Supervisor, support other staff at the facilities and provide courteous assistance to the public.

Position Specific Accountabilities

- To work as part of a team in providing waste services across the Council area.
- To ensure that operations at Council's Waste Transfer Stations are carried out in an effective and efficient manner, in accordance with agreed works programs, schedules, contract requirements and safe working practices.
- To provide a high level of customer service to users of Council's waste facilities.
- To maintain the security and the cleanliness of the Transfer Station Sites.
- To ensure Transfer Station operations are conducted in a safe, environmentally responsible manner.
- To minimise waste to landfill by promoting reuse and recycling wherever possible.
- To competently and responsibly operate and maintain job specific plant and machinery (including trucks) in accordance with WHS and Council guidelines
- To receive and manage waste at Council's Transfer Stations ensuring:
 - The waste is permissible in accordance with the acceptance criteria;
 - The correct financial procedures are undertaken;
 - The correct environmental documentation is maintained; and
 - The customer is provided with direction on appropriate disposal;
- To maintain a level of physical fitness that will ensure the duties of the position can be performed in a safe manner

Organisation Responsibilities

- Model the highest standard of ethical and professional behaviour and act with integrity and confidentiality whilst representing Council internally and externally.
- Adhere to all relevant legislative frameworks, rules, Council policies and guidelines.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including: TRC's Safety Management System - SAFE PLAN, TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009*, Anti-discrimination and Privacy legislation; Purchasing and Procurement; and Comply with all Workplace Health & Safety legislation, and other relevant policies, procedures and legislation;
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected.

Selection Criteria

Essential

1. Experience in operating plant and equipment including pre-start and close down procedures as well as WHS requirements.
2. Demonstrate customer service and communication skills including experience receipting money
3. Experience in general labouring (experience in waste management and disposal desirable)
4. Ability to work effectively as part of a team

Qualifications

- Queensland Construction White Card, or National equivalent (mandatory)
- Skid Steer, Loader, Dozer & Roller Tickets (desirable).

Position Specific Conditions

- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	