

SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

Position Details

Title:	Transfer Station Attendant - Balmoral
Classification:	Band 2
Business Unit:	Infrastructure
Reports to:	Team Leader Ventures

Position Summary:

To assist in the running of the Southern Grampians Shire Council Waste Management Services by ensuring the efficient and effective operation of the various refuse transfer stations.

Key Responsibilities

Duties

Load Assessment

- Assess the load type, and hence the fee category of all refuse entering the transfer station;
- Assess the fee of each load of refuse entering the transfer station.

Cash Management

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

Record Keeping

- Maintain drum Muster and silage wrap records

- Record customer complaints and report to the Team Leader Ventures
- Maintain accurate and up-to-date records of all salvaged goods, and provide to Team Leader Ventures on a weekly basis.

Site Management

- Maintain Transfer Station site in a clean, tidy and orderly condition, regularly collecting wind-blown material from boundary fences, and from within the facility;
- Promptly alert the Team Leader Ventures to any environmental problems encountered or experienced at any facility under the control of the incumbent.
- Promptly alert the Team Leader Ventures of any maintenance or complaints issues
- Liaise with the team leader to ensure that minimal stockpiles of tyres, mattresses, scrap metals, hydrocarbons, batteries, gas bottles, drumMuster drums, recyclables and green waste are stored on site
- Notify team leader of level of material in waste skip at agreed timeframes or levels.
- Display customer notices as required
- Adhere to Transfer Station Procedures

Public Relations

- Perform all tasks/duties in a manner which promotes effective teamwork and good public relations.

Extent of Authority

- Commit to and adhere with Councils Child Safe Requirements
- The incumbent is directly responsible for the safe and efficient operation of the transfer station

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 the Team Leader.

Specialist Skills and Knowledge

- An understanding of transfer stations and their operational techniques is desirable;
- Basic mathematics and bookkeeping.

Management Skills

- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for his or her 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.
- 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.

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:
 - 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; and
 - 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;
- Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Qualifications and Experience

- Basic mathematics to Year 10 level;
- Previous experience operating transfer stations/landfills is preferred;
- An appropriate qualification in transfer station/landfill management is desirable;
- Current Victorian Drivers Licence.

Key Selection Criteria

The employee will demonstrate the following:

- Knowledge of transfer station operations and recycling;
- Basic mathematics and bookkeeping skills;
- Customer service skills to effectively deal with the public using the transfer station;
- Demonstrated ability to work with minimal supervision;
- An understanding of Occupational Health and Safety issues within the workplace.

Agreement

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

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____