

► POSITION DESCRIPTION

POSITION TITLE:	Transfer Station Attendant
DEPARTMENT:	Infrastructure and Development Services
UNIT:	Environment & Waste
TENURE:	Casual
CLASSIFICATION:	Band 2
LOCATION:	Daylesford, Creswick or Trentham Transfer Stations and various other locations within the municipality
DATE APPROVED:	May 2019

Hepburn Shire Council Organisational Values

Accountability

- We will be responsible for our choices
- We will acknowledge and learn from our mistakes

Respect

- We will accept people's differences
- We will look for the best in people and value their contribution
- We will treat people with respect and dignity

Excellence

- We will perform to the best of our ability
- We will commit to learning and growing
- We will strive to achieve the organisation's long term vision

Trust

- We will encourage creativity and innovation
- We will value everyone's contribution
- We will lead by example
- We will act honestly

Fun

- We will acknowledge and celebrate our successes
- We believe in getting involved
- We will promote a healthy sense of humour

Position Objectives

- To act as an attendant at the Hepburn Shire Transfer Stations (Daylesford, Creswick and Trentham), collect and balance Transfer Station fees and to assist in the control of traffic on site.
- To assist in the maintenance and clearing of the Transfer Station sites, operate Council plant and equipment to ensure that waste/recycle material is received, disposed of and transported through the Transfer Station, recycling facility and Green Waste facility in a safe and efficient manner in accordance with Hepburn Shire Council's procedures and statutory requirements.

Key Responsibilities and Duties

- Operate Council plant and equipment at the Waste/Recycle Centre and Depot to load and unload goods/materials including waste, hard waste, recycle and green waste materials in accordance with approved procedures.
- Control incoming and outgoing traffic, inspect incoming loads and provide directions to customers by classifying waste into appropriate types and rejecting prohibited material.
- Assist in the operation, maintenance and cleaning of the Transfer Station Facility, Recycling Facility and Green Waste Facilities.
- Undertake general, start-up and shutdown maintenance of facility, including ensuring roads and pathways are kept clean and clear.
- Provide direction to visitors entering the Transfer Station from the gate house to the appropriate location they require.
- Ensure the Transfer Station and surrounds are kept in clean condition (which may include manual labour, i.e., picking up papers, sweeping etc.).
- Provide a high level of customer service to both external and internal relationships.
- Collect and balance Transfer Station fees.
- Ability to work in an outdoor environment and be exposed to conditions normally encountered in an outdoor environment, with appropriate PPE provided by Council.

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- Assist in after-hours emergencies as required.
- Undertake other duties as directed by the Team Leader Transfer Station that is within the limits of skill, competence and training.

Occupational Health and Safety

- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the Occupational Health and Safety Act and Regulations at all times.
- Report all incidents, accidents, injuries, near misses and potential risks as soon as practicable to their supervisor.

Organisational Relationships

Reports to	Team Leader Transfer Station
Supervisors	Nil
Internal liaisons	Council staff as required
External liaisons	General public Service suppliers Other municipalities State Departments Statutory Authorities Consultants and Contractors

Accountability and Extent of Authority

- Accountable for individual performance and standard of works carried out in a safe and effective manner.
- Accountable for working within and promoting Council's People & Culture and Occupational Health and Safety policies.
- Accountable for safe operation of vehicle/plant (where staff hold appropriate licences), safe performance of all duties and adherence to appropriate procedures.
- Accountable for cash handling duties.
- Ensure the general condition of the Transfer Station plant and equipment is maintained to a safe and reasonable condition.
- Assistance is always available from a more senior position when unsure of practices and procedures to perform a task.

Judgement and Decision Making

- Application of appropriate procedures to tasks undertaken.
- Responsible for completing daily works and schedules within required timeframes.
- Ability to resolve minor problems relative to the operation of the Transfer Station.

Specialist Knowledge and Skills

- Knowledge of safe and competent operation of a transfer station, plant, tools and equipment.
- Ability to operate forklift and backhoes is an advantage (must hold appropriate licences).
- Knowledge of safe lifting and manual handling practices.
- Basic computer and administrative skills to perform cash handling and balancing duties.
- Competent written and numerical skills satisfactory to complete daily work records and account for collected fees.

Management Skills

- Not Applicable

Interpersonal Skills

- Strong communication skills to enable effective interaction with members of the public and other staff as required.
- Excellent customer service skills to deal politely and courteously with all contacts.
- Competent level of literacy skills.
- Ability to work effectively in a team environment.
- Ability to discuss and resolve minor problems.

Qualifications and Experience

Essential

- Experience dealing with people in a friendly and professional manner.

Desirable

- Experience working in a similar waste facility environment.
- Experience in the operation of mechanical plant and equipment.
- Endorsed licence and other relevant tickets are an advantage including:
 - Forklift Licence.
 - Certificate of Competency i.e., backhoe loader.

Variation to Conditions of Employment

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms and Conditions of Employment.

Adherence to all Hepburn Shire Council's policies and procedures including but not limited to:

- Code of Conduct
- Acceptance of Gifts and Hospitality
- Information and Privacy
- Equal Opportunity
- Counselling and Discipline
- Protected disclosures

Key Selection Criteria

Selection will be based on the following Selection Criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the Position Description

1. Demonstrated experience working in a similar waste facility environment (is an advantage).
2. Basic computer skills to administer cash handling and balancing duties and other system requirements.
3. Flexibility to work across a variety of shifts, weekends, and public holidays.
4. Strong communication skills to enable effective interaction with all contacts.
5. Ability to demonstrate and display the Hepburn Shire Council Values - Accountability, Respect, Excellence, Trust and Fun.

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The following signatures are required to indicate understanding, agreement and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in consultation with the employee.

AUTHORISATIONS

CEO _____ Signed _____ Date __/__/__	GM _____ Signed _____ Date __/__/__
Manager People & Culture Signed _____ Date __/__/__	Employee Name _____ Signed _____ Date __/__/__

CONDITIONS OF EMPLOYMENT:

Employment conditions for all employees are in accordance with the relevant award, employment contract or industrial agreement. Currently the awards pertaining to Hepburn Shire Council employees are:

- Hepburn Shire Council Enterprise Agreement (#8) 2017 (Agreement ID AG2017/1883)
- National Training Wage Award 2000

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details, copies of Awards and Agreements can be downloaded from Fair Work Australia www.fwa.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

APPLICATION PROCESS

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling and a medical examination. Employment is subject to the return of a satisfactory National Criminal History Check (Police Check) and where possible this must be completed prior to commencement

Appointment to positions within Hepburn Shire Council is on the basis of merit. Hepburn Shire Council is committed to providing an inclusive and safe work environment which embraces the diverse backgrounds and experience of all people.

KEY SELECTION CRITERIA

The Position Description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job.

Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

MORE INFORMATION

The Contact Officer's name is stated on the Job Advertisement. If you have any queries please contact this person, so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

CANVASSING OF COUNCILLORS AND COUNCIL OFFICERS:

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.

WHERE TO SEND APPLICATIONS:

Applications can be sent to employmentapplications@hepburn.vic.gov.au or uploaded through SEEK where a role has been advertised.

Applications will be kept strictly confidential and should be addressed to -

Hepburn Shire Council –
Attention: People and Culture Department
(write name of position applying for)
P.O. Box 21
Daylesford VIC 3460