



Southern Grampians Shire Council

POSITION DESCRIPTION

POSITION TITLE:	Transfer Station Attendant - Balmoral Transfer Station
CLASSIFICATION:	Band 2
UNIT:	Infrastructure Services
APPROVED BY:	Director Shire Infrastructure
DATE APPROVED:	August 2018
DATE AMENDED:	

1. POSITION OBJECTIVES

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.

2. KEY RESPONSIBILITY AREAS

2.1 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.

2.2 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

2.3 Record Keeping

- Maintain drumMuster 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.

2.4 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

2.5 Public Relations

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

2.6 Risk Management

- Required to ensure Council's Risk Management Policy and procedures are observed and complied with at a personal level:
 - taking all reasonable steps to reduce risks identified in risk audits and any other relevant studies;
 - demonstrating a commitment to risk management principles and practices, and to 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, and Council's Health and Safety Management programs, and for ensuring as far as practicable, safe working practices for all staff.

3. ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader Ventures
Supervises:	Nil
Internal Liaisons:	Council staff
External Liaisons:	General public Contractors

4. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The incumbent is directly responsible for the safe and efficient operation of the transfer station.

5. JUDGEMENT AND DECISION MAKING SKILLS

- 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.

6. SPECIALIST SKILLS AND KNOWLEDGE

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

7. 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.

8. INTERPERSONAL SKILLS

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

9. 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.

10. SELECTION CRITERIA

- 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.

11. MULTISKILLING

- An employee of the Southern Grampians Shire Council may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not promote a narrowing of the employee's skills base.
- Provided that where an employee is directed to carry out any work within his/her classification band or work of a lower band, such work shall be performed without reduction in salary.
- Any direction issued under this clause shall be consistent with Council's obligation to provide a safe and healthy working environment.

12. SIGNED

.....
Employee

.....
Date

.....
Director Shire Infrastructure

.....
Date