

POSITION DESCRIPTION

Position Title:	Transfer Station Attendant	Position Code:	6-TSA
Division:	Development & Environment	Grade:	A
Location:	Waste Facilities Wellington, Stuart Town and Geurie	Hours/Week:	16
Reports To:	Waste Contract and Collection Co-ordinator		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

The Transfer Station Attendant is to work with the other waste depot staff in providing beneficial and cost efficient solid waste receipt and processing at transfer facilities, including Stuart Town and Geurie. Responsibilities will include assessing waste material, taking payments and ensuring recycling and materials are correctly separated to reduce waste to landfill.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Gatehouse Operation	<ul style="list-style-type: none"> Charge out operations are carried out efficiently. Provide customer service to users of the facility. Transfer station and surrounding areas are maintained and cleaned. Ensure the fees and charges taken through the facility are balanced and accurately reported.
Undertake waste receipt and processing at Council's Transfer Station Facilities at Stuart Town and Geurie	<ul style="list-style-type: none"> Check Waste loads and classifications Educate Customers on waste separation Guide users to improve Recycling activities Litter pickups undertaken Packaging and processing of waste material for recycling or treatment Other duties as directed
Management Systems	<ul style="list-style-type: none"> Knowledge of requirements of Council and Development and Environment Management Systems. Collate and record information required for works undertaken. Suggest improvements to systems elements. Undertake training, learn new systems, gain knowledge of the relevant waste legislation and apply in the work environment. Learn and use the waste recording and receipting software.

Key Accountabilities / Duties

Team Building

- Contribute positively to team harmony

Inherent Requirements of the Position

- Class C Drivers Licence.
- Pre-employment health assessment.
- Willingness to undertake further studies and training as required.
- WorkCover construction induction card.
- First Aid certificate.
- This position is required to wear an approved DRC uniform at all times.
- This position is required to work outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.

Selection Criteria

Essential

1. Class C Drivers Licence
2. WorkCover construction induction card or capacity to acquire it.
3. General administrative skills demonstrating a competent level of literacy, numeracy, computer skills and cashier work.
4. Good customer service and verbal communication skills.
5. Ability to work co-operatively in a team environment.

Desirable

6. Conflict resolution skills.
7. Appropriate work related experience in a waste management environment.
8. Knowledge of Dubbo Regional Council geography.

Organisation Wide Accountabilities

Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Progressive
 - Be Curious, Courageous and Committed
- Sustainable
 - Balanced Approach To Growth and Opportunity
- One Team
 - Working Together
- Integrity
 - Accountable For Our Actions

Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council’s WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council’s economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council’s adopted Code of Conduct. • Council’s Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council’s policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: