

POSITION DESCRIPTION

POSITION TITLE:	Waste Transfer Attendant
DATE OF REVISION:	October 2017
CLASSIFICATION:	Grade 2 Band 1/Level 3
REPORTS TO:	Team Leader – Waste Management
LOCATION:	Armidale Regional Council Waste Management Facility located at Long Swamp Road Armidale, but may be required to work from other locations.
SUPERVISES:	Nil
SIGNIFICANT CONTACTS:	<i>Internal:</i> Other Council supervisors and workers <i>External:</i> General public customers, waste transporters, contractors.

<p>PRIMARY POSITION PURPOSE:</p> <p>To carry out general landfill operations including but not limited to grounds maintenance, litter pick up, loading and delivery of recovered products like mulches, compost, crushed concrete etc, customer assistance and batching of the green waste/organic waste stream for composting operations.</p> <p>Control and monitoring/recording of the public vehicle movements at Armidale Waste Management facilities and the collection/daily reconciliation of waste deposition fees.</p> <p>The landfill facility is required to be open to the public during the following times:</p> <p>Monday to Friday 7.30am to 5.00pm daily Weekends and Public Holidays 12 Noon to 5.00pm (excluding Good Friday and Christmas Day)</p> <p>Normal working hours are 7.30am to 4.30pm Monday to Friday. To achieve workplace flexibility in the future, this position may be required to work Wednesday to Sunday or some other variation that involves the provision of services until 5pm and/or on a weekend. Appropriate rates will be paid should this occur.</p>
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DUTIES AND RESPONSIBILITIES: *The employee's duties and responsibilities include but may not be limited to:*

- It is a requirement of this position to proactively gain the skills necessary to perform the tasks, which all waste attendants undertake and new tasks at the direction of the Team Leader.
- Operation of the gatehouse including the collection of fees.
- Give directions to users regarding types of materials to be accepted, materials to be separated and correct placement of materials.
- Maintain Gate House and Transfer Station in a neat and tidy condition, including regular wash down of sealed/concrete areas, mowing of grass and edging of trees and shrubs.
- Operation of water supply system to maintain grass and shrubs.
- Load recovered products from stockpile area. (Compost/mulch/Crushed Concrete Etc).
- Ensure changeover of full bins as required including assisting contractors to load out items from the Community Recycling Centre and other recovered items or items sent for reprocessing.
- Ensure that the maximum amount of material is available/delivered to the resource recovery centre and e-waste processing facility.
- Work in a positive manner with other team members.
- Ensure that spillage of material does not occur from bins at the Waste Transfer Station.

CORPORATE ACCOUNTABILITY:

- Provide prompt, accurate, courteous and helpful customer service to clients.
- Personal behavior and effectiveness is consistent with the values outlined in the Council's Code of Conduct.
- Contribute to the achievement of relevant Council Integrated Planning and Reporting and Delivery Program objectives.
- The management of the Councils' activities, expenditure and revenue is effective.
- Compliance with relevant Anti-discrimination, Equal Employment Opportunity (EEO) and Work Health & Safety (WHS) legislation.
- The aim is to have a satisfying, non-discriminatory working environment with high performing motivated workers.
- Compliance with State Records Act 1998, to make and keep full and accurate records of business activities.

ARMIDALE REGIONAL COUNCIL CORE COMPETENCIES

- Provide effective service to customers
- Follow defined work health and safety policies, procedures and legislation
- Undertake workplace learning and development
- Work effectively in a local government context.

SELECTION CRITERIA: *Appointment is determined according to the abilities, qualifications, experience and standard of work performance relevant to the duties and responsibilities of the position*

ESSENTIAL CRITERIA

- A current Australian MR and/or LR Driver's Licence and proven competence to operate relevant plant-Front End Loader/Excavator/forklift.
- NSW WorkCover Construction Induction Card (white card) or equivalent
- CRC operator and DrumMuster inspector training or willingness to obtain within 3 months of appointment to the position.
- Demonstrated ability to meet Service Agreement Standards.
- Demonstrated accurate record keeping skills
- Demonstrated commitment to the provision of high quality customer service.
- Demonstrated interpersonal skills, including the ability to work effectively with staff and contractors, time management skills and verbal and written communication skills.
- Understanding of Work Health & Safety and Equal Employment Opportunity Legislation.
- Working Knowledge of Environmental Protection responsibilities.

DESIRABLE CRITERIA:

- Certificate in Waste Management (Asset Maintenance).
- Experience in Local Government.
- Demonstrated ability to operate minor plant (eg. Handheld tools, mowers, chainsaws).

I have received the position description as detailed above.

Job Occupant Date

Supervisor Date

Please note that Position Descriptions are under constant review and may be changed after consultation, to reflect organisational requirements at any time.