



Job & Person Specification Waste Transfer Station Attendant

INTRODUCTION

The following Job and Person Specification (J&PS) and associated information should not be considered as an exhaustive list of responsibilities, criteria or outcomes for the position. The J&PS is intended to describe the general nature of the work that Council requires to be undertaken, including the type and range of skills, qualifications and experiences Council believes are required to competently undertake the duties.

You can and will be asked to undertake duties within your competence, skills, abilities and training that may not be mentioned in the attached documents.

Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Coorong District Council. You will be subject to regular performance development review and assessment in undertaking your role with Council.

The following J&PS is a 'living document' and your involvement in reviewing it annually during your performance and development review is important.

POSITION ENVIRONMENT

Council holds the following principles, attributes and qualities as important, and requires that they will be displayed in the way we go about our business in servicing the community:

<i>Integrity:</i>	adherence to moral and ethical principles; being honest, transparent, accountable, trustworthy and authentic
<i>Proactive:</i>	acting in anticipation of future opportunities, issues, needs or changes
<i>Progressive:</i>	making use of new ideas and opportunities and sharing them with the team
<i>Collaborative:</i>	working as a team to achieve common goals and outcomes expected by Council
<i>Service excellence:</i>	consistently delivering good service for external and internal Stakeholders
<i>Enjoy work:</i>	achieving satisfaction and a sense of wellbeing from work

Waste Transfer Station Attendant			
Incumbent:	TBA	Team:	Infrastructure & Assets
Reports to:	Works Coordinator Community Facilities	Level of direction:	Regular
Direct reports:	NIL	Date last reviewed:	12 November 2020
Date appointed:	TBA	Award:	Local Government Employees Award (Grade 4)
Employment status:	Casual		

Position Objectives	
Waste Management	<ul style="list-style-type: none"> To attend and supervise all activities carried out at the Coonalpyn Waste Transfer Station.
Records Management	<ul style="list-style-type: none"> To comply with all relevant legislation in relation to records management.
Work Health and Safety	<ul style="list-style-type: none"> Contribute to a safe and compliant workplace site and environment.
Risk Management	<ul style="list-style-type: none"> Ensure Council's Risk Management Policy and procedures as advised by your supervisor are observed and complied with at a personal and team level.
Strategic Plan Core Values	<ul style="list-style-type: none"> Demonstrated adherence with Council's Core Values as identified in the Strategic Management Plan.

Key result areas	Key tasks
Waste Management	<ul style="list-style-type: none"> • Manage the safe operation of the transfer station during the designated opening times. • Direction of vehicular traffic safely within the waste transfer station. • Cash handling (includes receipt of site fees and issuing of receipts). • Sorting of recyclables, particularly those for resale. • Deposition of all fees received and copies of all receipts issued to the nearest Council office. • Keeping of records associated with types of waste materials received, vehicles accessing the transfer station and quantities of material received. • Assistance to waste transfer station users in the off-loading and handling of recyclable waste. • Ensure the appropriate separation and storage of recyclable waste. • Collection and appropriate disposal of windblown litter from within the transfer site and the immediate area outside the boundary fence at the close of business each day. • Advise the Works Coordinator Community Facilities when maintenance or repairs are required to the boundary fence, waste collection containers, site structures and any factors which may present a hazard to transfer station users. • Other activities which may be reasonably directed by the Works Coordinator Community Facilities. • Supervision of the deposition of the separated waste into collection bins/areas and on the site. • Assist in maintaining Council's compliance to Environment Protection Authority (EPA) licence conditions.
Records Management	<ul style="list-style-type: none"> • To contribute to the efficiency, accountability and development of the Council by following defined information management practices, policies and procedures for all records created and received. • To comply with all relevant legislation in relation to records management. • To ensure official records are created and captured systematically and can be found and relied upon. • Support the information services team deliver records management process improvements.
Work Health and Safety	<ul style="list-style-type: none"> • Ensure safety of self and co-workers by complying with all policies, procedures, guidelines and instructions issued to ensure personal health and safety and the health and safety of others in the workplace. • Observe workplace procedures for risk identification, assessment and risk control. • Participate in all activities associated with workplace health and safety including: <ul style="list-style-type: none"> ○ Fire and emergency training, and knowledge of own role in same ○ Manual Handling ○ Induction and Orientation • Follow safe systems of work developed and implemented by management of the Council. Ensure that no other person is endangered through any act or omission on your part. • Ensure correct utilisation of appropriate personal protective equipment, and ensure plant and equipment is in a safe working condition. • In the event of personal injury: <ul style="list-style-type: none"> ○ Comply with the practice and procedures of the Council's Workers Compensation, Injury Management and Rehabilitation policies and procedures. ○ Participate actively in the development and implementation of a vocational return to work plan with the primary goal being return to work. ○ Accept the provision of safe and suitable alternative duties where they form part of an agreed return to work plan.
Risk Management	<ul style="list-style-type: none"> • Ensure Council's Risk Management Policy and procedures are observed and complied with at both a personal and team level. • Demonstrate a commitment to risk management principles & practices and maintain a safe environment for staff and community. • Ensuring the security and safety of Council's assets under the officer's control.

Key result areas	Key tasks
Strategic Plan Core Values	<ul style="list-style-type: none"> • Ensure continuous improvement of Council's services through adherence with core values as documented in Council's Strategic Management Plan as: <ul style="list-style-type: none"> ○ Integrity ○ Proactive ○ Progressive ○ Collaborative ○ Service Excellence ○ Enjoy work

Person Specification	
Role requirements	<ul style="list-style-type: none"> • The position is casual and is based at the Coonalpyn Waste Transfer Station. • Adherence to EEO legislative requirements and Council Code of Conduct, policies and Customer Charter. • Participation in the Council's performance management process to ensure the role and person are meeting Council's expectations.
Skills	<ul style="list-style-type: none"> • Ability to plan, prioritise and effectively manage competing tasks. • Demonstrated customer service skills. • Ability to resolve basic customer enquiries. • Demonstrate good interpersonal skills and work ethics, including: <ul style="list-style-type: none"> ○ Motivation and enthusiasm ○ Strong commitment to providing a high quality customer service ○ Willingness to operate in a team environment
Experience	<ul style="list-style-type: none"> • Experience in dealing with the public and verbal communication skills. • Environmental hazards associated with manual handling tasks in the waste management industry. • Safe manual lifting. • Ergonomics in the waste management industry. • Hazard identification and assessment in the waste management industry. • Knowledge of chemical, dust and other dangerous substances which operators in the waste industry may be exposed. • Reporting and recording hazards in waste management.
Work Health and Safety	<ul style="list-style-type: none"> • Display 'safety first' behaviour. • Compliance with the Work Health Safety Act 2012, regulations and Council's policies and procedures. • Proactive identification, report and, where appropriate, action with regard to workplace hazards and risks. • Participation in Council's consultative processes.
EEO	<ul style="list-style-type: none"> • Demonstrate and promote equal employment opportunity principles in the work place.
Training	<ul style="list-style-type: none"> • Maintain currency of qualifications. • Attend training courses relevant to the role, as required. • On-the-job training provided as required.

SIGNATURES

Employee	Date
Director	Date
Chief Executive Officer	Date