



Position Description

Transfer Station Attendant

Award:	West Wimmera Shire Council Enterprise Agreement 2021
Classification:	Band 2
Name of Occupant:	Vacant
Employment Status:	Part-time
Location:	Edenhope



Accountability Statement

The Transfer Station Attendant is responsible for fulfilling the day-to-day operational requirements of the Transfer Station, and facilitating the access of customers and contractors to the site.

Position Objective

Under direction, the Transfer Station Attendant will be required to oversee the receipt of waste and recyclables under Council's policy and procedures. This includes maintaining security of the site, controlling site litter, coordinating recycling operations and assisting with the management of the transfer station bins and waste data collection.

Key Responsibility Areas

General

- a) Inspection of each load at the gate
- b) The accurate collection and recording of all prescribed fees, regular reconciliations for auditing requirements and delivery to the Customer Service Office for receipting on a weekly basis
- c) Provide instructions to users on designating tipping sites
- d) Identify and prevent disposal of prohibited waste
- e) Advise Works Manager when bins are to be collected and emptied
- f) Where instructed, admit users outside of normal opening hours
- g) Maintain signage around the site and advise of replacement signs as needed
- h) Instruct users on the placement of all recycling and green waste to designated areas
- i) Removal and suppression of litter from the site, where possible
- j) Promote and maintain the collection and disposal of recyclable materials, in particular, scrap metal, glass, plastics and paper
- k) Direct users on the correct disposal of waste oil, and advise supervisor when the tanks are near full
- l) Maximise the diversion on recyclables from the waste stream
- m) Ensure asbestos is received in accordance with Council procedures
- n) Ensure the safety of members of the public by ensuring they do not retrieve goods that were previously disposed of in skip bins or allocated to designated collection piles
- o) Ensure items with a reuse value are placed aside for retrieval by the public
- p) Other duties as directed, within the skills and competence of the employee

Drum Muster

- a) Direct users on the disposal of chemical drums for Drum Muster, including the inspection of drums, recording of all data to be reported on a monthly basis

Site Maintenance

- b) Inspect and maintain the perimeter fence and gates to ensure all areas are secure

- c) Report any breaches of security or maintenance issues as soon as possible

Occupational Health and Safety and Risk Management

All employees have a responsibility to:

- Immediately report to their Supervisor any unsafe conditions or activities, near misses, or injuries in the work place;
- Stop work on any task which they consider to be unsafe and immediately report the situation to their supervisor
- Assist new employees in the use of proper work procedures and practices;
- Work in a manner that will not endanger themselves or any other person;
- Use personal protective clothing or equipment as provided;
- Report any defective/damaged personal protective clothing, equipment or gear;
- Comply with instructions given by a Supervisor or OHS Coordinator pertaining to the use of personal protective clothing, equipment or gear or any matter in relation to Health & Safety;
- Not to interfere with anything that has been provided in the interest of Health & Safety in the business unit;
- Not engage in any occupations that require a certificate unless the relevant certificate or permit is held and they have been approved by WWSC to carry out such work;
- Not attempt any task unless they are capable and competent to carry out the task; and
- Actively participate in Council's rehabilitation and return to work programs if you are injured.

Child Safe Standards

West Wimmera Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

Accountability and Extent of Authority

- a) Transfer Station Attendants work independently under routine supervisions, with guidance always available, as required
- b) Work performed falls within general guidelines, but there is scope to exercise discretion in the application of established practices and procedures
- c) Transfer Station Attendants are responsible for the quality of work performed and accountable for ensuring that all clients are issued with a receipt

Judgment and Decision Making

- a) The nature of the work is clearly defined with established procedures clearly documented
- b) Some discretion and decision-making is expected to respond to situations as needed, with solutions usually informed by policies and procedures

Specialist Skills and Knowledge

- a) Basic administration skills to accurately record data and statistics

Management Skills

Not applicable.

Interpersonal Skills

- a) Strong oral communication skills, and the ability to communicate positively with colleagues, Transfer Station customers, and members of the public
- b) An ability to have a customer-focused approach at all times

Qualifications and Experience

- a) Previous customer service experience beneficial
- b) Current forklift licence and experience operating a forklift highly desirable

Conditions of Employment

- a) This position is a casual position, with a requirement to occasionally work outside of the normal span of hours.
- b) As part of West Wimmera Shire Council's recruitment and selection process, a Pre-employment medical assessment, satisfactory Police Check and Working with Children's Check (Vic) is required for this position.
- c) Current Victorian Drivers Licence.

Key Selection Criteria

- a) Ability to work autonomously without supervision
- b) Experience in cash handling and basic reconciliation methods
- c) Basic administration abilities
- d) Customer service skills

Organisational Relationships

Reports to: Stores and Transfer Stations Coordinator

Supervises: N/A

Internal Liaisons: Outdoor Staff
Customer Service Staff

External Liaisons: General Public
Regional Waste Management Group
Other Council Contractors

Equal Opportunity

West Wimmera Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

Personal Health Information

Personal and Health Information collected by Council is used for recruitment and if the applicant is successful will be used for Human Resources. The Personal and Health Information will be used solely by Council for this purpose and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Employee Approved

PD Review Date	Name	Signature

Approved By

PD Review Date	Position	Name
December 2024	Stores and Transfer Station Coordinator	Paddy Kealy
December 2024	Human Resource Manager	Janet Watt