

POSITION DESCRIPTION

Cassowary Coast Regional Council

Position Title:	Transfer Station Attendant
Position Number:	
Program:	Waste Services
Department:	Delivery Services
Industrial Instruments:	Queensland Local Government Industry (Stream B) Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2019
Level:	3-5 (based on skills & competencies)
Reporting to:	Supervisor Waste Operations
Direct reports:	N/A

The Role

The Transfer Station Attendant will work collaboratively with the Waste Services team to undertake general labouring duties, operate mechanical plant such as trucks, front-end loaders, excavators, landfill compactors and/or skid steers, and engage with customers to assist in the operational delivery of waste services at Council's transfer stations and landfills.

Key Outcomes

The Transfer Station Attendant is responsible for undertaking the general duties to ensure the delivery of the desired standards of service across Council's waste transfer stations and landfills. You will contribute to a safe and positive work culture reflecting Council's Visions and Values, always conducting work in a responsible and professional manner.

The role will contribute to a multi-skilled environment. Be proactive in work planning, optimising team activities, deliver quality work, and actively engage and educate customers using our facilities. This position will work under general supervision.

Key Accountabilities

Keeping the customer at the heart of all activities, the Transfer Station Attendant will:

- Undertake general duties in accordance with established processes and procedures to effectively deliver services at the landfill and transfer stations .
- Be proactive in creating and implementing any opportunities for improvements within the bounds of abilities and delegations.
- Proactively engage with customers and provide advice and guidance while they are using Council's waste facilities.
- Operate mechanical plant/equipment and trucks using the correct work practices and procedures and as directed by the Supervisor Waste Operations to ensure quality of work with maximum productivity and convenience to the public.
- Maintain and clean the item of plant to a satisfactory condition, including daily checks and ensuring the item of plant is regularly serviced. Report promptly any defect, malfunction or repair work necessary to keep the plant in a safe and roadworthy condition. Maintain other equipment and

tools normally housed on the plant or within the waste facility in a satisfactory condition and safeguard them against loss, theft or damage.

- Work effectively as a member of a high performing work team and ensuring the provision of quality customer service at all times.
- Ensure all work is carried out in a timely manner to the required quality standards.
- Keep accurate record of duties, reported on the weekly timesheet and plant sheets.
- Perform all duties in accordance with Work Health and Safety legislation and Council's Work Health and safety policies and procedures for self, other employees and members of the public
- Undertake any other duties, projects or tasks as directed by the Supervisor Waste Operations, which generally fall within the scope of this position and are within the skills, competence and training of the incumbent.
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Behavioural Competencies

- Practices behaviours aligned with Council's Values (Respect, integrity, Courage) and the Code of Conduct for Council Employees In all interactions with internal and external stakeholders
- Exercises responsibility and takes an ownership role for Work Health and Safety, Environment Protection, Equal Employment Opportunity (EEO), Anti-discrimination, Recordkeeping, Risk and Privacy obligations
- Models professional and ethical behaviour
- Focuses on performance and delivery of organisation and team goals
- Responds with flexibility to change and adapts and responds to community needs in a changing environment
- Acts proactively, exercises initiative and looks for opportunities for innovation and continuous improvement;
- Commits to personal and professional development

Selection Criteria

Essential:

- Demonstrated experience and/or a keen interest in working outdoors in a waste facility.
- Current Queensland "C" class drivers licence.
- Demonstrated problem solving and communication skills necessary to follow direction and work programs.
- Demonstrated face to face customer service skills
- Ability to demonstrate behavioural competencies.
- General Safety Construction Induction Card or willingness to obtain this card before commencement.
- Hepatitis B and Tetanus immunisation – to be arranged by Council if not current.

Desirable:

- Relevant industry experience
- Sound understanding of Landfill Environmental management practices
- HR or HC Class Driver's license.
- Certificate of competency i.e. LL (Front End Loader / Backhoe) or LE (Excavator) or LS (Skid Steer).
- Asbestos awareness training