



<b>Position Title:</b>	Transfer Station Attendant
<b>Team:</b>	Waste & Resource Recovery
<b>Division:</b>	Commercial Services
<b>Reporting to:</b>	Team Leader Resource Recovery - South
<b>Direct reports:</b>	Nil
<b>Industrial Instruments:</b>	Queensland Local Government Industry (Stream B) Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2023
<b>Level:</b>	3-5 Based on skills & competencies

## THE ROLE

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The Transfer Station Attendant, reporting to the Team Leader Resource Recovery - South, will work collaboratively with the Waste & Resource Recovery 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

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- 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 and 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, ensuring people are safe at work and around Council assets
- You will display professionalism and integrity in communications with all stakeholders

## KEY ACCOUNTABILITIES

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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
- Comply with all Council Policies and Procedures including the Code of Conduct for Council Employees
- 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 incumbent's skills, competence and training

## BEHAVIOURAL COMPETENCIES

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- Practices and influences behaviours aligned with Council's Values (Respect, Integrity, Courage) and 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 meeting team goals and Inspires individual and team commitment for performance and meeting team goals
- Acts proactively, exercises initiative and seeks opportunities for continuous improvement and Acts proactively, exercises initiative, drives continuous improvement and implementation of change
- Responds flexibly to change
- Commits to personal and professional development

## SELECTION CRITERIA

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### 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

### 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