



Paroo Shire Council Position Description

Title:	Waste Transfer Station Attendant
Award:	Queensland Local Government Industry Award (Stream B) – State 2017, and Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024.
Level:	3
Employment Basis	Full Time
Department:	Infrastructure
Location:	Cunnamulla

Position Objectives

The transfer station attendant is responsible for the day-to-day operational requirements of the transfer station and facilitating the access of customers and contractors to the site. Under direction the transfer station attendant will be required to oversee the receipt of waste and recyclables under Council policy and procedures. This includes maintaining security of the site, controlling site litter, coordinating recycling operations, compliance requirements (essential) and assisting with the management of the transfer station bins and waste data collection.

The position will contribute to Paroo Shire achieving a high standard of presentation and a high level of public safety and satisfaction. You will undertake key responsibilities in a professional, efficient, and timely manner; and contribute to Council's aim of being a high performing organisation.

Reporting Arrangements and Delegations

- This role reports directly to the Town Services Coordinator / Town Maintenance Supervisor

Key Selection Criteria

1. Demonstrable experience in landfill management, including asbestos, chemical and contaminant handling;
2. Excellent knowledge of relevant environmental legislation and EPA requirements pertaining to design, construction and operation of landfills;
3. Experience with cell construction, leachate management, landfill gas management, stormwater management and site rehabilitation;
4. Ensure sound/compliant workspace and report all repairs and maintenance requirements of incidents of Council assets observed during undertaking normal duties. If the matter can be readily dealt with, the employee is encouraged to rectify the issue on the spot;
5. Ability to identify any wasteful, ineffective, and inefficient processes, methods, practices, and use of resources, and suggest improvements to his/her supervisor;
6. Ensure you observe, understand, and comply with all Occupational Health and Safety legislation, Regulations, Codes of Practice, Policies, Procedures, and directives;
7. Demonstrated basic administration skills and with a strong customer service focus;
8. Ability to work autonomously without supervision;
9. Ability to perform all tasks in a manner that complies to WHS specifications that does not place at risk the health and safety of any person or themselves;
10. Ability to regularly inspect your work environment for hazards; and

11. Undertake regulatory and statutory reporting requirements

Skills and Experience

- Experience operating and maintaining a wide range plant and equipment and be capable of carrying out physical requirements of this position including manual labouring as required;
 - Flexibility to work hours as operationally required to complete works and the ability to work with minimal supervision when necessary;
 - The ability to communicate effectively to understand, follow and execute verbal and written instructions;
 - Good organisation and communications skills (both written & verbal), together with excellent customer service skills;
 - Demonstrated experience in the use of computer related software including MS Office Suite and weighbridge software or similar;
 - Knowledge in the various categories of valuable scrap materials or the ability to rapidly acquire such knowledge; and
 - Great physical fitness and demonstrated labouring experience, as the role will require manual handling too.
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Qualifications

- Ability to legally operate a motor vehicle under a 'C' Class Queensland Drivers Licence or higher is an essential requirement for this position.

Desirable

- HR Drivers Licence; and
 - Hold or have the ability to obtain a range of tickets including, but not limited to; Backhoe Front End Loader, Skid Steer, Current Traffic Controllers Ticket, Excavator, Roller, Grader, Forklift, HR or above Driver Licence
 - Willing and able to show vaccination status of, or obtain vaccinations if successful for the role, for Q-Fever, Hepatitis A & B.
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Key Duties & Responsibilities

- Perform all tasks in a manner that does not place at risk the health and safety of any person or themselves;
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand, and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures, and directives.
- Regularly inspect your work environment for hazards
- Inspection of each load at the gate.
- Immediately report all workplace incidents, accidents, near-misses, and hazards to your supervisor and WH&S officer.
- Provide instructions to users on placement of all waste streams including recycling, green waste to designated areas.
- The accurate collection and recording of all volumetric waste data including garbage truck. Recording of all prescribed fees and delivery to customer service for receipting on a weekly basis.
- Identify and prevent disposal of prohibited waste;
- Undertake safe removal of Sharps;
- Maintain signage and perimeter fencing around the site and advise of replacement signs of fence repairs as needed.

- Undertake all duties as directed by the Town Services Coordinator / Town Maintenance Supervisor.
- Removal and suppression of litter from the site, where possible.
- Maximise the diversion on recyclables from the waste stream.
- Direct users on the correct disposal of waste oil;
- Ensure asbestos is received and recorded in accordance with legislative requirements;
- Ensure the safety of member safety of the public by preventing the retrieval of goods that have been previously disposed of in skip bins or allocated collection piles.
- Ensure items with a reuse value are placed aside of retrieval by the public.
- Drum muster, direct all 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.

ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position.
- Medically fit and physically capable to meet requirements of the position.
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment.

Ethical Behaviour

Employees must:

- Perform all jobs, tasks, and processes in accordance with relevant guidelines and standards.
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers' specifications.
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government Act 2009; and
- Maintain confidentiality of all Council information obtained during the course of employment.

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council;
- Be a positive representative of Council when working in public and speaking to community members and visitors;
- Provides a high level of communication within the team and customer service to the community and all workers at Council; and
- Provide consistent and excellent customer services to all stakeholders.

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

OTHER INFORMATION

- Paroo Shire Council is an Equal Employment Opportunity employer;
 - All Employees within Council are subject to an initial three-month probationary period; and
 - It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.
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PHYSICAL REQUIREMENTS

SEDENTARY WORK											
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>					
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>					
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>					
WORK ENVIRONMENT											
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE					
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Dampness	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Fumes/gases	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION								
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs								
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS					
This job may include:											
Standing/Walking		Sitting		Driving		Hearing		<input checked="" type="checkbox"/>	Foot Movement		<input checked="" type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	Depth Perception		<input type="checkbox"/>	Fine Manipulation		<input type="checkbox"/>
<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	Colour Discrimination		<input checked="" type="checkbox"/>	Pushing/Pulling		<input type="checkbox"/>
<input checked="" type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input checked="" type="checkbox"/>	1-4 hrs	Peripheral Vision		<input type="checkbox"/>	Finger Dexterity		<input checked="" type="checkbox"/>
<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs				Simple Grasping		<input checked="" type="checkbox"/>
<input type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs						

POSITION DESCRIPTION ACCEPTANCE

I agree and accept all terms, conditions and duties outlined in this document.

Employee Signature.....

Employee Name.....

Date.....

CEO Signature.....

CEO Name.....

Date.....