

# Waste Transfer Operator

<b>Position Number</b>	
<b>Directorate</b>	Infrastructure
<b>Service Unit/Department</b>	Waste Operations/Transfer Station
<b>Location</b>	Dooen Landfill, Ladlows Road, Dooen
<b>Position Classification</b>	Band 3
<b>Position Appointment</b>	Permanent Part-time (28 hours per week)
<b>Enterprise Agreement</b>	Horsham Rural City Council Enterprise Agreement Number Ten, 2022-2025
<b>Reports to</b>	Leading Hand Waste Transfer Services

## Organisation Values - **FAIR**

### **F**lexibility

We are adaptable to changing circumstances

### **A**ccountability

We are responsible for our behaviour and actions

### **I**ntegrity

We are ethical, transparent and honest in our conduct

### **R**espect

We value diversity and appreciate others and will not tolerate sexual or others forms of harassment

## **1. Position Objectives**

Provision of waste services through operation of waste plant including bobcat, forklift, hook truck, general labour and other duties required to operate council Waste Transfer Services which collect waste from the general public for recycling, reuse and disposal. This may include operation of rural Transfer Stations within the municipality and other duties as rostered as part of the waste section.

## **2. Key Responsibility Areas**

- Be part of a team offering services for waste collection. Transfer station operations are on a rostered system, which will involve work outside normal Council Hours on weekends and public holidays. (Excluding Good Friday and Christmas day).
- Operate various waste management equipment to maintain site and prepare waste for transfer to recycling facility or disposal in landfill.
- Assist the Leading Hand Waste Transfer Services and Co-ordinator Waste Operations in providing the most economical, efficient and service orientated system of waste management for the municipality.
- Maintain plant and equipment on allocation to duties in a clean, safe and serviceable condition in accordance with recommended operating practices, policy and procedures.
- When required, collect and record data related to waste management function for reporting to Council's Waste Infrastructure and Sustainability department and Management.
- Work in a safe, efficient and effective manner, by ensuring that duties are carried out with regard to the safety, convenience and wellbeing of self, other staff and the public.
- Identify and report to immediate Supervisor/Leading Hand any works or functions which may require urgent attention for safety reasons.
- Maintain an accurate record of work undertaken, including plant usage as applicable, on a daily time-sheet and in relevant database as determined by Council's Management.
- As part of a team, fulfill multiple roles within the Transfer station including gate house attendant, with the ability to operate point of sale software and other computer programs.
- Carry out all works and leave all work sites in a neat and tidy manner.

- Provide assistance in line with Council's Customer Service standards to members of the public attending Transfer Stations. Ensuring safety of the staff, themselves and other employees.
- Provide training to other operators on a needs basis
- In general this position requires a self-motivated employee, able to accept and provide a high standard of presentation of waste transfer services, with minimum supervision and direction

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

### **3. Occupational Health and Safety (OH&S) Responsibilities**

- Wear the correct personal protective equipment.
- Comply with safe work method statements and procedures.
- Report incidents and hazards.
- Don't interfere with or misuse anything at the workplace to support health, safety, and welfare.
- Participate in safety training apply learnings and requirements of the training.
- Take reasonable care for your health and safety and health and safety of others.

### **4. Accountability and extent of Authority, Judgement and Decision Making**

- Responsible to the Leading Hand Waste Transfer Services for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies that apply.
- Is responsible for ensuring the quality of work performed and that tasks are performed as efficiently, effectively and as safely as possible.
- May assist in providing on-the-job training for other employees.

### **5. Specialist Skills and Knowledge**

- Ability and experience to operate heavy equipment including a bobcat, forklift and Hook Truck; and to exercise of judgement or adaption.
- Understanding and application of quality control techniques and practices, particularly as they relate to recycling, reuse and waste disposal.
- Understanding of the day-to-day maintenance requirements of plant and equipment.
- Basic First Aid skills.

- A basic understanding of the Occupational Health and Safety Act.
- Heavy Rigid and Forklift licences required.

## **6. Management and Administrative skills**

- Ability to work with other unit members to achieve objectives as set by the Leading Hand or Co-ordinator.
- Ability to work independently and to meet time-lines and objectives as set by the Leading Hand or Co-ordinator.
- Able to foresee and grasp opportunities for implementing cost effective changes to systems.

## **7. Interpersonal skills**

- Good oral and written English skills.
- Ability to work in co-operation with others – or to work individually as required.
- Ability to discuss and resolve problems as a team member.
- Ability to understand and act upon given instructions and tasks.
- Ability to deal with the public courteously and efficiently.

## **8. Qualifications and Experience (Selection Criteria)**

- Broad waste management knowledge and experience
- Current driver's licence (endorsed to operate other vehicles may be an advantage)
- Plant operation licences/certification i.e. Bobcat Certification
- Current forklift licence
- First aid skills

### **SELECTION CRITERIA**

- Plant operation licences/certification i.e. Bobcat Certification
- Broad waste management knowledge and experience
- Understanding and application of quality control techniques and practices, particularly as they relate to recycling, reuse and waste disposal
- Current driver's licence (endorsed to operate other vehicles may be an advantage)
- Current Heavy Rigid and forklift licence
- Experience dealing with the public courteously and efficiently
- First aid skills

### **FURTHER INFORMATION:**

- Transfer station operations are on a rostered system, which may involve work outside normal Council Hours on weekends and public holidays. (Excluding Good Friday and Christmas day).

## **9. Organisational Relationships**

<b>Reports to:</b>	Leading Hand Waste Transfer Services
<b>Supervises:</b>	Nil
<b>Internal Liaisons:</b>	Waste Infrastructure and Sustainability Unit Waste Operations Staff Other employees Depot staff (administration)
<b>External Liaisons:</b>	The Public Contractors State Government Authorities

## **10. About Horsham and Horsham Rural City Council**

Horsham Rural City is a vibrant, multi-cultural community situated in the heart of the Wimmera region of Victoria, approximately 300 kilometres north-west of Melbourne. The municipality has a population of approximately 20,000, covering an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college.

Council is committed to working with the community to develop the municipality through strong leadership, vision, good governance, responsive services and quality infrastructure, whilst enhancing our liveability and natural environment.

### **Accessible and Inclusive Employer**

Horsham Rural City Council supports flexible and accessible working arrangements for all staff. We are progressive, open to new approaches, and aim to be an inclusive and diverse workplace that celebrates the contribution made by all our staff.

### **Occupational Health and Safety/Risk Management**

All employees are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies (including the OHS Responsibility and Accountability Procedure) and other workplace procedures at all times.

Employees will also observe and comply with Council's Risk Management Policy and the application of sound risk management practices within the workplace and the community.

## **11. Further information**

Horsham Rural City Council is an Equal Opportunity and Child Safe Employer and values Flexibility, Accountability, Integrity and Respect. We encourage and celebrate all cultures, heritage and diversity. We recognise the important and ongoing place that all Indigenous people hold in our community.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Safety Department or [www.humanrightscommission.vic.gov.au](http://www.humanrightscommission.vic.gov.au) for further information.

Manager People & Safety  
Horsham Rural City Council  
PO Box 511  
Horsham Victoria 3402  
Email: [hr@hrcc.vic.gov.au](mailto:hr@hrcc.vic.gov.au)

## 12. Sign Off

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Document prepared by: People & Safety Department

**Approved by:** .....  
(Director Infrastructure)

**Date:** .....

**Employee name:** .....

**Signature:** .....

**Date:** .....