



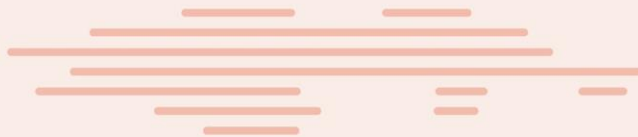
**Brighton
Council**

Position Profile

Waste Transfer Station Operator

JULY 2024

Brighton
going places



We acknowledge the traditional owners who once walked this country: the Mumirimina people.

The Mumirimina belonged to the Oyster Bay tribe. This was the largest tribe in Tasmania and covered 8000 square kilometres. kotalayna levee in Brighton was a significant meeting place where hundreds of generations of Aboriginal families hunted, gathered, corroboreed, camped and traded.

In the course of colonisation, dispossession of the Mumirimina was early, rapid and extensive.

We acknowledge the Tasmanian Aboriginal Community today as the continuing custodians of this land, and pay our respects to Elders past and present.

Through our words and actions we strive to build a community that reflects and respects the history and hopes for all the people of Brighton.



Waste Transfer Station Operator

Applicants **must** address the specified selection criteria.

The Position

- Attractive salary based on qualifications and experience
- 15% Superannuation
- Family friendly work arrangements
- Generous corporate fitness and wellbeing programs
- Learning and development programs
- Paid parental leave
- Free annual flu vaccinations
- Supportive team culture
- Employee Assistance Program

Selection Criteria

As a member of the Works Services Team the position is responsible for providing a professional range of customer focussed services, which promotes a high level of safety and environmental awareness associated with Council's Waste Transfer Station (WTS) operations.

1. Demonstrated experience in working within a Waste Transfer Station environment, or similar field, including an understanding of general maintenance procedures for plant and equipment.
2. Well organised, with excellent communication skills, with the ability to apply waste disposal charges received at the transfer station including processing EFTPOS payments and doing end of day cash balancing.
3. The ability to work as part of a team as well as autonomously as required.
4. Must be in possession of a current medium rigid licence to perform the inherent requirements of the role.
5. Possess a current White Card – 'Prepare to Work Safely in the Construction Industry' (CPCWHS1001).
6. Understanding and knowledge of applicable work health and safety policies and procedures.

Desirable

1. Possess a current backhoe licence or the capacity to attain a licence.
 2. Possess current first aid qualifications, or the capacity to attain as soon as possible.
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Duty Statement – Waste Transfer Station Operator

General Conditions of Employment

1. The general conditions of employment will be in accordance with Council's Enterprise Agreement.
2. Salary range: Municipal Worker Level 4 to 5: \$68,900 to \$73,189 per annum - salary to be negotiated with successful applicant and will be dependent on qualifications and experience.
3. WTS Operations: Friday, Saturday, Sunday & Monday 8.15am to 4.45pm (30 minutes for lunch)
4. The position will be based at the Waste Transfer Station at 131 Cove Hill Road, Bridgewater
5. Free parking is available on-site.
6. The appointment is subject to successful completion of a six (6) month probation period.
7. Applications for the position close at 7.00pm on **Sunday, 4 August 2024** and should be addressed to:

General Manager
Brighton Council
1 Tivoli Road
OLD BEACH TAS 7030
Email to: jobs@brighton.tas.gov.au

To ensure that your application is considered you **must** address the selection criteria and include your resume, along with two current referees.

Position Description – Waste Transfer Station Operator

Job Description

Position title:	Waste Transfer Station Operator
Position No:	561
Department:	Works Services

Position Classification

Award type:	Brighton Council Workplace Agreement
Classification:	Municipal Worker
Level:	Level 4-5 (dependent on qualifications and experience)

Position Objective

- Day to day operation of Council's Waste Transfer Station (WTS); operating machinery and undertaking a range of other activities associated with the operation of the site.
- Responsible to operate Council plant and equipment in the construction and maintenance of Council projects to a high standard.
- To actively participate as a team member in Works Services, performing all responsibilities and duties efficiently and drawing upon direction and guidance from the Foreman/Manager Works Services.

Key Responsibilities

- To liaise with and assist the public in using the WTS.
 - To direct traffic to the appropriate areas of the WTS.
 - To ensure the operations meet environmental standards and Council requirements.
 - Accountable for collecting correct charges as per Council's waste disposal charges.
 - Providing assistance and relief to other WTS Operator/s when required.
 - Responsible for day-to-day maintenance of Council infrastructure to a standard that meets public expectations, within the construction and maintenance areas of Council.
 - Responsible to operate Council plant and equipment in the construction and maintenance of Council projects to a high standard.
 - Must take reasonable care for your own safety and health and for other people in the workplace i.e. public, contractors and staff.
 - Must comply with any direction given in relation to any safety and health matter.
 - Must comply with Council policies regarding wearing personal protective equipment.
 - To communication with the public in a courteous manner that does not provoke conflict or result in a negative perception of Council's WTS, or of Council.
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- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found.
- To operate machinery at the WTS in a way that promotes “best practice” waste disposal.

Organisational Relationship

Reports to:	Manager Works Services
Supervises:	Nil
Internal liaisons:	All Brighton Council Staff
External liaisons:	General public; Government departments & agencies; Statutory Authorities and other Councils; suppliers of goods and services

Accountability and Extent of Authority

Accountability

- This position is accountable for the effective and efficient actioning of all key responsibilities listed previously.
- Accountable for the safe use of Council plant and equipment at the WTS on maintenance and construction projects

Judgement And Decision Making

Whilst this position generally works within set guidelines:

- Work activities will occasionally call upon the occupant to use some originality in approach with solutions usually attributable to application of previously encountered solutions or experience. These matters include, amongst others, public relations, levels of customer service and general maintenance decisions.
- Can offer advice to other employees on matters relative to the position responsibilities and in consultation with the Manager Works Services or Foreman.

Extent of Authority

Financial: To apply the waste disposal charges to waste received at the Waste Transfer Station.

EFTPOS operation & accountable for balance of till at end of working day.

External correspondence: Completion of daily operational sheets.

Specialist Skills and Knowledge

- An understanding of the role and function of a Waste Transfer Station.
 - Good knowledge of general maintenance procedures within Council.
 - May have ability to operate plant and equipment.
 - This role may require reasonable after-hours activities and overtime when required by business needs.
 - Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.
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Management Skills

- Able to effectively communicate with WTS staff and members of the public and contractors.
- Ability to gain cooperation from all levels of staff.
- Ability to liaise with officers from external bodies in the resolution of specialist matters.
- Ability to promote customer focussed service, which promotes a high level of safety and environmental awareness.
- Good understanding of management practices and personnel practices related to Workplace Health and Safety and processes in local government.

Interpersonal Skills

- Good written and verbal communication skills.
- Ability to gain cooperation and assistance from staff within the Department and other employees.
- Ability to liaise with Officers from external bodies in the resolution of specialist matters.

Qualifications And Experience

- Computer literate.
- May have waste management operations and a sound knowledge of general maintenance procedures.
- Routine maintenance of plant and equipment.
- Medium rigid licence.
- Chainsaw licence.
- Safety at Roadworks Accreditation.
- Possess a current White Card – ‘Prepare to Work Safely in the Construction Industry’ (CPCWHS1001)
- Must possess a current, and unrestricted, motor vehicle drivers’ licence to perform the inherent requirements of the role.
- Backhoe licence desirable.
- First Aid qualifications desirable.

Risk Management

An employee while at work shall:

- Ensure any issues identified as a risk to the public, contractors or members of staff are reported in accordance with Council’s incident reporting procedures.
 - Adhere to and assist in the continuous improvement of Council’s risk management systems.
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Job Environment

Present occupant:	Vacant
Hours of employment:	WTS Operations – Friday, Saturday, Sunday & Monday 8.15am to 4.45pm (30 minutes for lunch)
Leave entitlements:	In accordance with Councils Enterprise Agreement

Job Description Approval

Job Analyst:	Director Asset Services; Manager Works Services
Date Analysed:	July 2024
Approved by:	General Manager
Date Approved:	July 2024
