

Position Description

Transfer Station Operator

Position Details

Position Title	Transfer Station Operator
Classification	EMRC Remuneration Band – Level 4
Position Number	A0107A
Basis of Employment	Full Time
Team Name	Operations

Position Objectives

- To provide a high level of customer service to users of the Transfer Station facility, ensuring all are handled courteously and efficiently.
- To accurately record and report on required data for the Transfer Station operations.

Measures of Performance

Specific measures of performance include:

- The accurate reconciliation of all gatehouse transactions.
- The timely and accurate completion of allocated tasks.

Organisational Values

The EMRC's values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

Excellence	Striving for excellence through the development of quality and continuous improvement.
Recognition	Valuing employees in a supportive environment that focuses on their wellbeing.
Innovation	Focus on innovative approaches in projects and service delivery.
Responsiveness	Dynamic and flexible service delivery.
Integrity	Accountability and consistency in all that we do.

Leaders ensure that the organisation's values are created and sustained by establishing the Council's strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

Key Duties/Responsibilities

Position Responsibilities

- Assist transfer station customers in the correct use of the facility.
- Encourage the sorting of waste to enable recycling.
- Manage waste in a safe and environmentally sound manner.
- The safe operation of plant equipment, including:
 - ⇒ Front end loader
 - ⇒ Integrated tool carrier with bucket, forks, job and four in one bucket
 - ⇒ Tip truck
 - ⇒ Hook lift truck
 - ⇒ Other miscellaneous equipment.
- General labouring duties as required.

Occupational Safety and Health (OS&H) Responsibilities

- Comply with all Statutory requirements.
- Take reasonable care to ensure their own safety and health whilst at work and that of others.
- Consult and cooperate with Management on matters of Occupational Safety and Health.
- Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
- Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
- Use personal protective equipment (PPE) as required.

Organisational Responsibilities

- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic Document Management system requirements.
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Actively seek and report on methods of improving systems of work to ensure continuous improvement.
- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

Position Requirements

Competencies

- Effective communication and interpersonal skills.
- Demonstrated ability to work within a busy team environment.

Experience

- Experience in operating a forklift

Qualifications

- Current National Accredited Forklift Ticket.

Organisational Relationships

Responsible to A0097A – Team Leader Transfer Station

Supervision of Not Applicable

Internal and External Liaison

Internal	All EMRC Management and Employees
External	Member Council employees Members of the general public Schools, educational institutions and research organisations Environmental community, not for profit and industry groups Relevant State and Federal Government departments and agencies Professional associations and communities of practice Suppliers, contractors and consultants

Extent of Authority

- This position operates under direct supervision and has the authority to act within predetermined guidelines, EMRC policy and as delegated.

Selection Criteria

Essential

- Effective communication and interpersonal skills.
- Experience in operating heavy machinery.
- Appropriate plant operating competency certificates.
- Demonstrated ability to work within a busy team environment.
- Sound understanding of OH&S principles as they relate to a workplace.
- Current and valid WA 'HR' Drivers Licence (or equivalent).

Desirable

- Knowledge of Local and State Government structures, practices and procedures.

Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

Name of Employee _____

Signature of Employee _____

Date _____

Date Last Reviewed	October 2020
Reviewed	Manager Human Resources
Updated	Manager Human Resources
Approved	Manager Human Resources