



POSITION DESCRIPTION

Position Title

Waste Transfer Operator

Award Classification

Dorset Council Enterprise Agreement 2022, or any applicable Agreement that replaces it.

Date Reviewed

August 2021

Our Organisation

Dorset Council is a proactive organisation who is keen to make a real difference. As such we are involved in identifying and implementing projects for the economic and social wellbeing of our community.

Our Objective

Our Strategic and Annual Plan guides the work that we do. The annual plan is reviewed annually and changes as a result of feedback from staff, managers, our community and elected representatives.

Our Values

Leadership

We lead by example through our behaviours and approach to work. We are a proactive advocate for the community, and engage with the community in determining and driving a vision for Dorset.

Creative Thinking

We create a solution-based environment that challenges the status quo and encourages innovation.

Customer Service

We meet our service standards in a professional and responsive manner.

Engagement

We communicate openly and encourage the active participation of the community.

Respect

We treat each other with mutual respect.

Financially Responsibility

We deliver services to the community in a sustainable & strategic cost effective way.

Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people.

Position Objective

To assist in the effective and efficient delivery and operations of Council’s waste management services, including the operation of Council’s waste compactor truck, hook lift truck.

Key Responsibilities and Performance Requirements

- Monitor the disposal of refuse by the public at the Waste Transfer Station (WTS);
- Clean up litter around the WTS, including access roads and perimeter drains;
- Collection of WTS fees in accordance with Council’s annually approved Fees and Charges Schedule;
- Operate small plant and machinery around the WTS site as required;
- Conduct Council’s kerbside waste collection operations in accordance with the developed routes when required;
- Complete kerbside collection operations in a timely manner according to the collection schedule when required;
- Operate large plant including Council’s Side Arm Compactor Truck, Hook Lift truck and trailer when required;
- Assist in landfill operations by filling and emptying waste containers;
- Conducting landfill delivery to Dulverton landfill site when required;
- Utilise waste collection software in line with Council’s processes;
- Maintain and promote a professional image and ensure customers are provided with accurate, relevant and timely information;
- Comply with standard operating procedures, Safe Work Method Statements (SWMS) and instructions from the Waste Management Coordinator (WMC);
- Provide feedback to the WMC about operations and suggested improvements;
- Adopt changes in operating practices to achieve team objectives and improve efficiencies;
- Maintain accurate plant and vehicle log books as required;
- Maintain plant and vehicles in a clean and tidy conditions;
- Undertake work in accordance with Work, Health and Safety legislation and guidelines;
- Other duties as directed by the WMC or Director of Infrastructure.

Organisational Relationships

Reports To

- Waste Management Coordinator

Internal Liaisons

- Director of Infrastructure
- Management Team
- Council Staff

External Liaisons

- Community members
- Private & Professional Organisations

Accountability, Authority, Judgement and Decision Making

- Authority and responsibility to carry out all functions, duties and responsibilities in accordance with the Waste Transfer Station Operator's responsibilities to Dorset Council and in accordance with this position description.
- Accountable to the Waste Management Coordinator for the performance of duties.

Essential Skills and Knowledge

- Current Heavy Combination driver's licence with no restrictions;
- Construction Induction accreditation (White Card);
- Time management skills;
- Ability to work autonomously with limited supervision;
- Physical fitness and agility to operate plant and equipment as required;
- Commitment to outstanding customer service;
- Experience in operating in a team environment,
- Experience operating plant and machinery;
- Well-developed interpersonal skills (both verbal and written);
- Ability to use initiative and approach workload in a proactive manner;
- Flexibility with hours, including willingness to work early and late shifts as required.

Desirable Skills and Knowledge

- Demonstrated knowledge and experience in Waste Management Operations;
- Experience operating a left-handed vehicle;
- Knowledge of the geographical layout of the Dorset Municipality; and
- Experience with 3Logix Software.

Personal Attributes

- Positive attitude and excellent customer service skills
- Flexibility and adaptable to change to suit the needs of the organisation
- Resilience when facing difficult situations
- Problem solving skills

I have read and understood my position description and agree to perform my role in accordance with the objectives, responsibilities and performance requirements set out in this position description.

Employee Signature: _____ Date: _____