

# Position Description

## Position Details

<b>Position Title</b>	<b>Transfer Station Attendant</b>
<b>Responsible To</b>	Waste Services Manager
<b>Employment Type</b>	Permanent, Part-time
<b>Hours of work</b>	5.5 hours every second Saturday
<b>Location</b>	Kawerau

## Position Purpose

To provide accurate information to the public about resource recovery, fees and waste types. To assist the Public with resource recovery and refuse disposal. To correctly charge for material taken to the Transfer Station, and to correctly collect data related to material and recording on spreadsheets. To have a genuine interest and affinity for all aspects of resource recovery, fee collection and site tidiness of the Transfer Station.

## Council's Vision

To create a resilient and sustainable Kawerau District that can meet the needs of the future.

## Internal and External Relationships

### Internal Relationships

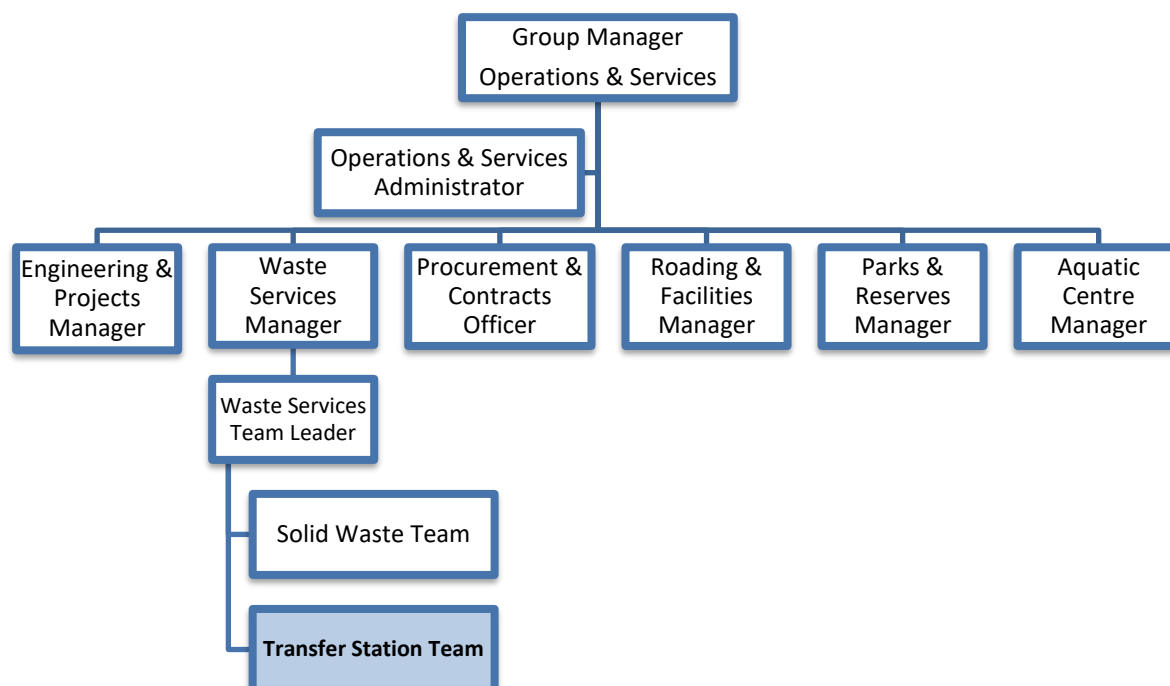
- Waste Services Team
- Parks & Reserves Teams
- Engineering Team
- Other Council Staff

### External Relationships

- Members of the Public
- Contractors
- Volunteers and work experience people
- Plant, Material/Hardware Suppliers
- Waste Disposal Contractors

**Kawerau District Council operates a Drug and Alcohol Policy, which includes pre-employment, random, post-accident/incident and reasonable grounds testing.**

# Organisation Structure



## Key Responsibilities:

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<b>RESOURCE RECOVERY</b>	
<ul style="list-style-type: none"> <li>All material that can be recovered is either recovered from incoming vehicles or the pit.</li> <li>A shop of recovered material is available for the public to purchase recovered material.</li> </ul>	<ul style="list-style-type: none"> <li>Innovative methods are developed to encourage recycling.</li> <li>All due care and responsibility is taken for council property including machinery and tools.</li> </ul>
<b>CUSTOMER SERVICE</b>	
<ul style="list-style-type: none"> <li>Each member of the public is dealt with politely.</li> <li>The public is assisted with recycling its waste.</li> <li>Public shown/explained how to achieve better recycling in the future where appropriate.</li> </ul>	Customers correctly informed and responded to as appropriate.

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<b>FEE INFORMATION / COLLECTION</b>	
<ul style="list-style-type: none"> <li>• All customers are charged correctly for the material being recycled or deposited in pit.</li> <li>• Information about load type and split is correctly entered into spreadsheet.</li> </ul>	<ul style="list-style-type: none"> <li>• The money collected balances daily.</li> <li>• Spreadsheets are accurate.</li> </ul>
<b>SITE TIDINESS</b>	
<ul style="list-style-type: none"> <li>• All loose litter is collected daily.</li> <li>• Weeds are kept free from site.</li> <li>• Grass is maintained to acceptable length.</li> <li>• Green waste, tyres and other recovered material areas are kept tidy at all times.</li> <li>• Building interiors are kept tidy.</li> </ul>	Work site is tidy.
<b>TEAM WORK AND OTHER DUTIES</b>	
<ul style="list-style-type: none"> <li>• Work effectively as an integral part of the Solid Waste team.</li> <li>• Carry out other duties that may arise from time to time in other areas of council operation. This may include a variety of work such as Recycling, Waterworks and Swimming Pool supervision etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participates in and contributes to team meetings, planning, and daily operations.</li> <li>• Communicates clearly and respectfully with team members and people leads.</li> <li>• Supports colleagues to achieve shared goals and maintain a positive team environment.</li> <li>• Demonstrates reliability, flexibility, and a proactive attitude in all team activities.</li> <li>• Follows through on commitments and contributes to a culture of safety and continuous improvement.</li> <li>• Internal/external functional relationships are constructive and satisfactory.</li> <li>• Other duties are undertaken willingly, and to the best of the incumbent's ability.</li> </ul>
<b>HEALTH &amp; SAFETY</b>	
<ul style="list-style-type: none"> <li>• Takes all practicable steps to ensure personal safety and not cause harm to any other person by personal actions.</li> </ul>	<ul style="list-style-type: none"> <li>• Hazards are identified and control measures followed.</li> <li>• Work-related accidents, incidents and</li> </ul>

<b>Key Accountabilities (Jobholder is responsible for)</b>	<b>Key Accountability Measures (Jobholder is successful when)</b>
<ul style="list-style-type: none"> <li>• Demonstrates a personal commitment to Health and Safety in accordance with Council's Health and Safety Policy.</li> <li>• Actively contributes to a healthy culture of manaakitanga (respect, generosity, and care).</li> </ul>	<ul style="list-style-type: none"> <li>• illnesses are reported.</li> <li>• Emergency procedures are followed.</li> <li>• Safe work practices are demonstrated.</li> </ul>
<b>GENERAL</b>	
<ul style="list-style-type: none"> <li>• Participate in the organisation's Personal Performance and Development Programme (PPD).</li> <li>• Participate in the organisation's business improvement programme.</li> <li>• Participate in Council's Civil Defence response teams.</li> <li>• Carry out any other relevant duties as reasonably required.</li> </ul>	<ul style="list-style-type: none"> <li>• Unbiased and empowering PPDs completed with supervisor and reporting staff.</li> <li>• Consistent attendance at and participation in Team meetings.</li> <li>• Participation in emergency drills and incidents as required.</li> <li>• Participate in Civil Defence training and events.</li> <li>• Willingly accept tasks assigned and meet agreed deadlines.</li> </ul>

## Person Specification:

### Technical / Professional Qualifications / Experience

- Experience in, or keen to learn about operation of resource recovery and refuse disposal at Transfer Station
- Demonstrated experience with equipment operation, including operating vehicles safely and efficiently
- Experience with input of data into spreadsheets, and computer skills
- Demonstrated and accurate cash handling experience
- Full Driver's Licence (Class 1), Class 2 (HT), and loader licence desirable.

### Knowledge / Skills / Attributes

- Personal safety awareness
- Knowledge of use of small plant items desirable (e.g. weed eater, sprayer, mowers etc)
- Good interpersonal communication skills, including the ability and knowledge of how to deal with customers/members of the public, including in difficult situations
- Ability to report any problems to the Supervisor in a timely manner
- A good level of health and fitness, as this role requires hard manual work in a variety of weather conditions
- Ability to work unsupervised
- Ability to work as part of a team
- Flexible and versatile
- "Can do" attitude.