

# Position Description

## Team Leader – Transfer Station Operator

<b>Directorate</b>	Infrastructure & Assets
<b>Business Unit</b>	Waste & Facilities
<b>Location</b>	Yass Valley Waste Transfer Stations
<b>Award Band</b>	Administrative/Technical/Trades Band 2, Level 2
<b>Position Number</b>	474038
<b>Salary Grade</b>	Grade 10
<b>Date position description approved</b>	December 2025

## Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$50 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Infrastructure & Assets Directorate comprises of Water & Wastewater, Engineering Services, Transport Infrastructure and Waste & Facilities. The role of Team Leader – Transfer Station Operator is located within the Waste & Facilities business unit.

## Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

## Council Values



## Primary Purpose of the Position

Assist with the supervision of Waste Transfer Stations operations located within the Yass Valley Local Government area including Yass, Murrumbateman, Binalong, Bookham, Bowning, Gundaroo and Wee Jasper.

## Key Accountabilities

- Assist the Supervisor Resource Recovery and Waste Services with the supervision and facilitation of the daily/annual operational requirements of the waste services team by setting and allocating work priorities to ensure community and staff needs are met.
- Assist with the supervision of the collection of kerbside domestic waste/recycling and commercial waste.
- Monitor, and in collaboration with the Coordinator Resource Recovery & Waste Services and Supervisor Resource Recovery & Waste Services arrange for the removal of various streams of waste.
- Actively participate in the continuous improvement in performance, safety, and quality.
- Comply with all Council policies, procedures, and any legislative requirements.
- Assist with the arrangement of rosters and allocation of tasks for transfer stations and kerbside collection trucks team members as required to meet service obligations. Ensure all Transfer Stations, equipment and related vehicles are in a well-maintained condition and arrange for maintenance repairs as required.
- Oversee receipting systems ensuring that all transactions are accounted for and reconciled.
- Maintain the site in a safe, clean and tidy condition.
- Assist customers with recycling and waste disposal.
- Monitor dump sites to ensure material is not contaminated and that no hazardous material is illegally dumped.
- Collect recyclables and other items of monetary value.
- Collect and sort plastic and glass containers and place in appropriate containers.
- Record daily takings and transaction information for reconciliation purposes.
- Work in a safe manner and ensure all Council WHS policies and procedures are adhered to at all times.

The Manager may direct the Officer to carry out other duties within the limits of the employee's skill, competence and training.

## Organisational Accountabilities

**Code of Conduct:** Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

**Customer Service:** Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

**Equal Employment Opportunity:** Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

**Policies and Procedures:** Comply with all Council's policies, procedures and guidelines.

**Workplace Health and Safety:** Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

## Key Challenges

- Delivering excellent staff performance and ensuring safety practices are being met while providing customer service.
- Managing risk and safety of all persons within a public facility.
- Maintaining customer focus and service levels when dealing with difficult people.

## Key Internal Relationships

Who	Why
Manager Waste & Facilities	Provide guidance and expert advice Liaise to obtain and communicate information
Coordinator Resource Recovery & Waste Services	Receive direction, support and mentorship. Provide advice and exchange information.
Supervisor Resource Recovery & Waste Services	Receive direction, support and mentorship. Provide advice and exchange information.
All other staff	Foster teamwork and collaboration and supervision.

## Key External Relationships

Who	Why
General Public	Provision of services and programs to promote implementation of waste reduction strategies and deliver a high level of service for patrons.
Contractors	To maintain and service assets relevant to waste services.

## Key Dimensions

### Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the Chief Executive Officer as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

### Reports to

Supervisor Resource Recovery & Waste Services

### Direct reports

Transfer Station Operators

Garbage Truck Operators

## Essential Requirements

- Demonstrated experience in leading or supervising a small operating team
- Demonstrated organisational and time management skills, and the ability to use initiative.
- Competent basic computer skills and knowledge of Microsoft Excel, Word and Outlook.
- Ability to work outside standard hours being weekends, public holidays, and scheduled hours if required.
- A current class 'C' driver's licence.

## Desirable Requirements

- Waste or resource recovery experience will be highly regarded.
- Demonstrated experience with skid steer operations.
- Current First Aid Certificate or willingness to obtain.
- Willing to undertake various certification and training requirements.
- General Construction Induction (White) Card.

## Approval History

Stage	Date	Comment	MagiQ Reference
New position	9 December 2025	Organisation Restructure	

## Ownership and Approval

Responsibility	Role
Author	Manager Maintenance Delivery
Approver	Director Infrastructure & Assets