

Position Description

Transfer Station Operator

Directorate	Infrastructure & Assets		
Business Unit	Maintenance Delivery		
Position Number	474019 474020 474021 474022 474023	474024 474025 474026 474027 474028	474029 474030 474031
Location	Waste Transfer Station - Yass, Murrumbateman, Binalong, Wee Jasper, Bookham, Bowning and /or Gundaroo		
Award Band	Operational Band 1, Level 3		
Salary Grade	Grade 5		
Conditions	Casual Employment Adverse Working Conditions Allowance applies per hour		
Date position description approved	7 February 2022		

Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 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 Waste Services, Roads Delivery, Facilities Maintenance, Workshop, Recreational Services, Water & Wastewater, Engineering Services, Facility & Waste Assets. The role of Transfer Station Operator is located within the Waste Services team.

Council Vision

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

Council Values



Primary Purpose of the Position

To ensure Council's waste management facilities operate effectively, efficiently and in accordance with regulatory requirements and to provide exceptional customer service to our community.

Key Accountabilities

- 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.

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

Providing accurate and helpful information to customers to assist the community in understanding waste management practices.

Key Internal Relationships

Who	Why
Supervisor Waste	Receive direction and support, provide advice and exchange information
All other staff	Foster teamwork and cooperation

Key External Relationships

Who	Why
Members of the public	Provide service to customers of Waste Transfer Stations
Contractors and suppliers	Delivery of goods and 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 General Manager 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 Waste

Direct reports

Nil

Indirect reports

Nil

Essential Requirements

- Ability to obtain an understanding of the classification of recyclable materials, chemical substances and the procedures for handling.
- Skid steer loader operation or ability to attain competency on the job.
- Demonstrated ability to be courteous and polite to members of the public and display a positive image of Council.
- General Construction Induction Card (White Card).
- Current "C" class drivers licence.

Approval History

Stage	Date	Comment	MagiQ Reference
Reviewed	18 December 2020	Convert to LGCF	674016
Updated	7 February 2023		
Casual PD	30 January 2023		
Updated	June 2024	Award salary increase 2024/25	
Updated	October 2024	6 positions number added	

Ownership and Approval

Responsibility	Role
Author	Manager Maintenance Delivery
Approver	Director Infrastructure & Assets