POSITION DESCRIPTION

1. Position Details

Position Title:	Transfer Station Attendant	**Classification level:**	Level 1.1 AWU
Department:	Strategic Asset Planning	**Date Last Reviewed:**	May 2026
Reports to:	Manager Strategic Asset Planning	**Primary Location:**	Port Wakefield Transfer Station (Everard and Owen Backfill)

2. Position Context

Summary:	• Provide a prompt, effective and courteous transfer station service for Council; • Maintain accurate and timely documentation of the operation of the Waste Transfer Station as required; • Utilise and maintain equipment efficiently and effectively; • Ensure public amenities are maintained to an acceptable standard; • Compliance with WHS standards to ensure personal and public health and safety.
Special Conditions:	• A national police clearance will be required before commencing in the position. • Some out of hours work and travel maybe required. • Maintain a current South Australian driver's licence. • You may be required to undertake other duties within the skill base as directed from time to time by the Manager Strategic Asset Planning.

3. Values

1. We put **SAFETY FIRST**
2. We deliver **EXCEPTIONAL SERVICE**
3. We work as **ONE TEAM**
4. We create a **POSITIVE AND SUPPORTIVE** workplace
5. We **RESPECT AND VALUE** all people
6. We are **EMPOWERED** to achieve great things

4. Key Role Accountabilities		
Accountability	**Goal**	**Measure**
Work Health Safety & Risk	Take reasonable care for own health and safety, and ensure that any act or omission does not adversely affect the health and safety of other persons. Comply with reasonable instructions given to ensure workplace safety. Co-operate with Council's WHS policies and procedures relevant to workplace duties. Participate in the Return to Work (RTW) process if injured at work, as set out in the *Return to Work Act 2014*. Comply with risk management processes that are integrated into own area of work.	• Hazards/risks identified in line with procedures. • Incidents/injuries reported in line with procedures. • Own work areas safe and general housekeeping practices observed. • Compliance with Councils legislative and procedural responsibilities. • Identify, evaluate, report and manage (or escalate) risks in your daily activities.
Community Expectations	Identify and implement opportunities for continuous improvement to drive an improved (internal/external) customer experience. Promote a positive and professional image of Council to the community and other external stakeholders. Take personal responsibility for records management, creating/capturing records in line with policies, procedures and legislation.	• Document procedures necessary to undertake relevant activities, tasks, practices and processes. • Review processes at least annually to identify improvement opportunities. • Compliance with Code of Conduct. • Accurate/high quality documentation & communication (verbal & written). • All records created and captured appropriately.
Waste Transfer Station	Operate the Waste Transfer Station in accordance with the approved '*Waste Depot Manual'*, which includes but is not restricted to: • Opening/Closing Transfer Station at required times; • Determine fees and/or concessions to be charged, receive monies paid to Council, issue receipts and receive vouchers; • Balancing of daily takings at the end of each day; • Reconcile takings and deliver money to Council on a fortnightly basis; • Ensure waste depositors segregate waste as required; • Maintain accurate and timely documentation.	• Transfer station operated appropriately and efficiently. • Accurate and up to date balancing of receipts. • Banking reflects accurate payment receipts. • All documentation accurately completed and submitted within the required timeframe. • Appropriate records management procedures undertaken. • Waste grouped per required segregations. • Site kept neat and free of wind blown waste. • High customer satisfaction with service provided

5. Knowledge, Skills & Experience

Knowledge	• Good oral communication skills • Exceptional customer service skills • Ability to work with detailed instructions and procedures • Ability to show initiative and flexibility in daily work practices • Ability to assist with problem solving and decision making, taking into account all relevant factors • Familiarity with Council WHS Policies and Procedures
Skills	• Class C Drivers Licence • First Aid Certificate
Experience	• Money handling and daily reconciliation. • Demonstrated ability to effectively communicate with members of the public.
Qualifications	• Nil

6. Acknowledgement of Position Requirements

Signed ……
(Employee)

……
(Date)

Approved ……
(Manager Strategic Asset Planning)

……
(Date)