

TENTERFIELD SHIRE COUNCIL



**Position Information Package
Transfer Station Operator (Mingoola & Torrington) Part Time
Reference No: 6/21**

Index

Item
Copy of Advertisement
Job Application Cover Sheet
Position Description (Including Selection Criteria)
Important Information for Applicants All applicants are requested to read this information

February 2021



POSITION VACANT

Applications are invited for the below position:

Transfer Station Operator (Mingoola & Torrington) – Part Time – PV 6/21

Salary Circa: \$20,544p.a - \$22,760p.a + Allowances + 9.5% superannuation.

Tenterfield Shire is requiring an enthusiastic individual to assist Council's Water & Waste Section at our newly developed Transfer Stations located in Mingoola and Torrington.

Residents within the vicinity of Mingoola and Torrington are encouraged to apply.

This part time position is responsible for ensuring the effective supervision of the depositing of domestic, commercial and industrial waste materials by the public at the Mingoola and Torrington Transfer Stations.

You must possess great communication skills, cash handling and negotiation skills, have knowledge of Workplace Health & Safety, and be willing to travel to meet the requirements for this position.

Along with strong customer service skills, you will possess a great attitude and have the ability to work within our diverse positive team. If you are an individual with these qualities, and would like the opportunity to contribute to your community, we encourage you to apply.

Further information and details can be obtained in Council's **Position Information Package**, or by contacting Councils Manager Water & Waste or HR Workforce Development & Safety team on 02 6736 6000 (during business hours).

Applications addressing the selection criteria should be emailed to the Acting Chief Executive at hr@tenterfield.nsw.gov.au quoting the reference number and be submitted by no later than **4.00pm, 4 March 2021**.

Tenterfield Shire Council is an Equal Opportunity Employer and proudly embraces the following values: Integrity, Community Focus, Accountability, Respect, & Excellence (ICARE).

Applicants must be an Australian citizen/resident, or hold a visa that allows employment in Australia.

Kylie Smith
Acting Chief Executive



TENTERFIELD SHIRE COUNCIL JOB APPLICATION COVER SHEET Reference No 6/21

Position applied for: Transfer Station Operator (Mingoola & Torrington) Part Time

Mr ☐

Family Name: _____

Mrs ☐

Given Names: _____

Ms ☐

Preferred Name: _____

Miss ☐

Postal Address:

Telephone (please ensure you can be contacted on this number during business hours i.e. 9am - 5pm)

Home: _____

Mobile: _____

Other: _____

Email: _____

Please tell us where you heard about this position _____

THIS COVER SHEET MUST BE ATTACHED TO YOUR APPLICATION

Address all correspondence to:

Chief Executive

Tenterfield Shire Council

**Confidential: Job Ref No: 6/21 – Transfer Station
Operator (Mingoola & Torrington) Part Time**

PO Box 214

TENTERFIELD NSW 2372

hr@tenterfield.nsw.gov.au

Job Enquiries:

Manager Water & Waste; or

HR, Workforce Development & Safety

Phone: (02) 6736 6000 (during business hours)

Email: hr@tenterfield.nsw.gov.au



Position Description
Transfer Station Operator
(Mingoola & Torrington) Part Time

Quality Nature - Quality Heritage - Quality Lifestyle

Division:	Office of the Director Infrastructure
Section:	Water & Waste
Position Identifier:	TSOMT/V1
Classification:	Grade 4
Industrial Instrument:	Local Government (State) Award
Location:	<p>Torrington – located north approximately 7km from the village of Torrington along Silent Grove Road</p> <p>Mingoola – located to the east approximately 1km from the village of Mingoola along Springfield Road</p>
Date position description approved	10 February 2021

Council overview

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

Council values

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

Primary purpose of the position

Transfer Station Operator/s are team members of the Waste Management Department. The position holder/s ensure the effective supervision of the depositing of domestic, commercial and industrial waste materials by the public at the Waste Transfer Station.

Key accountabilities

Within the area of responsibility, this role is required to:

Principal Responsibilities of the Position:

- Provide a timely and appropriate customer focused service to the Shire of Tenterfield in the supervision of the depositing of domestic, commercial and industrial waste disposal matter.
- Assess waste loads and charge appropriate fee.
- Maintain office and waste disposal areas in accordance with Council Directives, EPA and Health and Safety Regulations.
- Comply with the principles of Equal Employment Opportunity and adhere to Workplace Health and Safety policies to ensure a fair and safe working environment for all.

Waste Identification:

- Identify waste streams and directly supervise the public in the depositing of such waste.
- Control the depositing and isolation where required of hazardous waste in accordance with Council Directives, EPA and Health and Safety Regulations.

Maintaining and Supervising Waste Disposal Areas:

- Supervise bulk bin deposit area to ensure continual service is available.
- Conduct daily check of small plant and equipment to ensure safe and effective operation in accordance with safe working methods.
- Disposal Site areas must inspected on a daily basis and maintained in a neat and tidy condition at all times, this includes the removal of windblown waste on perimeter fences and entrance road to the facility.
- Ensure no members of the public are on site before securing the area.
- Ensure the site is secured before vacating the area i.e. lock oil disposal shed, containers, drumMuster yard and front gate upon leaving.
- Carry out waste recycling activities as per Council Directives.
- Encourage members of the public utilising the facility are to remove all recyclables from their general waste and, place in the appropriate bins. Ensure that any waste oil substances do not contain flammable liquids and/or water before such matter is disposed of. If substance is found to contain flammable liquids and/or water then, such matter is not to be accepted for waste disposal.

Supervisory Skills:

- Job holders are responsible for own work and not normally required to direct or supervise other personnel.

Interpersonal Skills:

- Responsible for providing information to customers regarding fees, waste and recycling.
 - This job requires communication skills which enable the job holder to perform the following activities:-
-

- Exchange and explain information
- Explain situations
- Resolve Conflict
- Advise and recommend
- Sell, persuade and influence
- The job holder is required to interact with the following groups or individuals within the Council on a regular basis and for the purpose shown below:-
 - Provide and obtain information to/from the Director of Infrastructure/Manager Water & Waste and commercial/industrial representatives (ie. Builders) and community groups.
 - Advise or provide recommendations to Section Managers and other Council employees.

Administrative Duties:

- Complete Daily Check List prior to the commencement of each shift.
- Complete defect documentation and notify the Manager Fleet if repairs are required on any item of small plant and equipment.
- Complete daily returns for waste collection as per Council directives.
- Respond to telephone enquiries and requests for the provision of services from members of the wider community.
- Complete fortnightly time sheets at the end of each pay period.
- Submit Site WHS Risk Assessment Reports as deemed necessary and applicable to individual workplace.

Other Duties:

- All other duties as directed by the Manager Water & Waste in accordance with skills and training.

Note: Other duties within the skills, competency and qualification requirements for the position.

Key challenges

To ensure effective and efficient waste service to the community.

Key internal relationships

Who	Why
Manager Water & Waste, Technical Projects Engineer, Head Waste Disposal Officer, Waste Disposal Officer, WHS & Risk Management Coordinator, HR & Workforce Development Coordinator.	Service Delivery

Key external relationships

Who	Why
Ratepayers, Community Members.	Service Delivery

Key dimensions

Reports to

Manager Water & Waste

Essential requirements

Ability to identify and classify waste according to waste stream and ability to assess waste volume and determine correct fee for disposal, to achieve required results.





Good communication skills to deal with members of the public whilst collecting fees and directing them to the correct disposal location.

Good conflict resolution skills to ensure communication with the public is professional and consistent and positive relationships are developed.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> Understands what needs to be done and steps up to do it Pursues own and team goals with drive and commitment Shows awareness of own strengths and weaknesses Asks for feedback from colleagues and stakeholders Makes the most of opportunities to learn and apply new skills
Personal Attributes Display Resilience and Adaptability	Foundational	<ul style="list-style-type: none"> Adapts to changing work tasks and environments Is open to new ways of doing things Stays calm in difficult situations Does not give up easily when problems arise Asks questions and offers own opinion
Personal Attributes Act with Integrity	Foundational	<ul style="list-style-type: none"> Is open and honest Tells the truth and admits to mistakes Follows the code of conduct, policies and guidelines Has the courage to speak up and report inappropriate behaviour and misconduct
Personal Attributes Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> Takes responsibility for own actions Completes tasks he/she has agreed to on time Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly Takes care of own and others' safety and wellbeing by following safe work practices Identifies and speaks up about risks in the workplace
Relationships Communicate and Engage	Foundational	<ul style="list-style-type: none"> Speaks at an appropriate pace and volume Uses appropriate body language and facial expressions Explains things clearly Allows others time to speak Shows sensitivity to cultural, religious and other individual differences when interacting with others
Relationships Community and Customer Focus	Foundational	<ul style="list-style-type: none"> Shows awareness that he/she is working for the community Shows respect, courtesy and fairness when interacting with customers and members of the community Listens and asks questions to understand customer/community needs Informs customers of progress and checks their needs are being met

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> Keeps team and supervisor informed of what he/she is working on Shares knowledge and information with team members and other staff Offers to help colleagues and takes on additional tasks when workloads are high Is aware of the wellbeing of co-workers and provides support as appropriate Is open to input from people with different experiences, perspectives and beliefs
Relationships Influence and Negotiate	Foundational	<ul style="list-style-type: none"> Helps find solutions to problems he/she raises Uses facts and sound reasoning to make a case Listens to understand others' interests and needs Is tactful when disagreeing or proposing a different approach or outcome Works towards mutually satisfactory outcomes
Results Plan and Prioritise	Foundational	<ul style="list-style-type: none"> Understands team objectives and own contribution Plans and organises own work tasks Asks when unsure about the relative priority of allocated tasks Manages time appropriately and re-prioritises as required Identifies and informs supervisor of issues that may impact on completion of tasks
Results Think and Solve Problems	Foundational	<ul style="list-style-type: none"> Finds and checks information needed to complete own work tasks Breaks down information and issues into component parts Thinks through the options available and checks his/her suggested approach Refers complex issues and problems to a manager/supervisor
Results Create and Innovate	Foundational	<ul style="list-style-type: none"> Contributes own knowledge and ideas Suggests improvements to the way work is done
Results Deliver Results	Foundational	<ul style="list-style-type: none"> Takes the initiative to progress work tasks Clarifies work required and timeframe available Identifies what information/resources are needed to complete work tasks Checks own work for accuracy, quality and completeness Completes tasks under guidance, on time and to the required standard

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Finance	Foundational	<ul style="list-style-type: none"> Shows respect for the value of public money Calculates and records financial information accurately Seeks approval from manager/supervisor for expenses and claims, as required by policies or guidelines
Resources Assets and Tools	Foundational	<ul style="list-style-type: none"> Uses core work tools and equipment effectively Takes care of work tools, equipment, accommodation and community assets
Resources Technology and Information	Foundational	<ul style="list-style-type: none"> Shows confidence in using the technology required in the role Uses technology appropriately, in line with acceptable use policies Completes work tasks in line with records, information and knowledge management policies
Resources Procurement and Contracts	Foundational	<ul style="list-style-type: none"> Complies with basic ordering, receipting and payment processes Checks quotes and invoices for accuracy Checks that invoiced fees and charges match goods or services delivered

Supplementary Information

Selection Criteria

(Applicant must address all selection criteria)

Essential:

1. Ability to identify and classify waste according to waste stream and ability to assess waste volume and determine correct fee for disposal, to achieve required results.
2. Good communication skills to deal with members of the public whilst collecting fees and directing them to the correct disposal location.
3. Good conflict resolution skills to ensure communication with the public is professional and consistent and positive relationships are developed.
4. Basic literacy, numeracy skills and computer skills to at least Year 10 Level.
5. Possess the physical ability to carry out general labouring duties and handle items of weight according to WHS and manual handling guidelines.
6. Honesty and integrity and ability to positively reflect Council's commitment to waste minimisation and ability to resolve relevant problems.
7. Proven attributes of punctuality and reliability (please provide examples).
8. Current vaccination against Hepatitis A and B and, Tetanus (or be willing to be administered those vaccinations upon employment entry).
9. Sound knowledge of Workplace Health and Safety requirements and General Construction Induction (White) Card.
10. Ability to demonstrate a sound understanding of Equal Employment Opportunity practices and principles.
11. NSW Class C Drivers Licence or equivalent.
12. Sufficiently fit to carry out any safety drill or rescue.
13. Pass Police/Security Check.

Desirable:

1. Previous experience in operating, maintaining and undertaking daily user maintenance of small plant and equipment.
2. Previous experience in Transfer Station operations and maintenance.
3. Previous experience in handling Public Monies, including using EFTPOS machines.
4. Previous experience and knowledge of Drum Muster operations.
5. Previous experience and knowledge of identifying different gauges of ferrous metals.
6. Possession of current First Aid Certificate.
7. Previous experience in the operation of a cardboard baler.
8. Fork Lift Operator Certification.

General Information

Hours of work:

Part time position – **Hours to be determined following community consultation and Council resources. Approximate hours are listed below:-**

Torrington

Day	Start	Finish	Hours
Tuesday	7:00am	11:00am	4
Saturday	TBA	5:00 p.m.	4
Total of hours per week			8

Mingoola

Day	Start	Finish	Hours
Tuesday	TBA	5:00pm	4
Saturday	7:00am	11:00am	4
Total of hours per week			8

Some variation in work hours may be required, depending on work status, operational hours (daylight savings) and emergency callouts. Any requirement to vary hours will be made after consultation with the Manager Water & Waste.

Leave entitlements:

These entitlements are in accordance with The NSW Local Government (State) Award, and include four (4) weeks annual leave and fifteen (15) days sick leave per year on a pro rata basis.

Criminal Record Check:

The successful applicant will be required to undergo a Criminal/Security Check prior to appointment to the position.

Medical examination:

The successful applicant will be required to undergo a Pre-Employment Medical Examination with the Doctor of his/her choice, at Council's expense. Council will provide a standard medical form.

Performance Evaluation:

Performance evaluation will be in accordance with Council policy.

WHS Responsibilities:

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

Equal Employment Opportunity:

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following:-

- Merit based selection;
- The attainment of a diverse and multi skilled workforce;
- Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.

Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

Smoke – Free Workplace:

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

Learning and Development:

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

Code of Conduct and Council Policies, Protocols and Procedures:

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies, protocols and procedures for the duration of their employment. Policies can be accessed on Council's website.

Council Uniform:

Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy.

Physical:

The incumbent must be physically able to carry out administrative tasks in an ergonomically safe and healthy manner.

Job Description:

This position description is indicative and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plan.



IMPORTANT INFORMATION FOR APPLICANTS

Thank you for your interest in seeking employment with Tenterfield Shire Council. Please read the following information, this will assist you in completing your application.

The recruitment, selection and appointment process of Tenterfield Shire Council is guided by Equal Employment Opportunities (EEO) legislation and practices common to all public sector organisations.

Merit is the basis of selection and is measured by how well applicants address the selection criteria listed in the Position Description and how they present at interview.

The Job Information Package

This package contains all the information you require to apply for the position. Please read it carefully and follow the instructions and guidance. This will assist you greatly when completing and lodging your job application.

The Position Description

Council's position descriptions describe the tasks and duties the position incumbent is required to perform to fulfil the responsibilities of the position.

It's in your best interest to read the schedule of duties to make sure you have the required knowledge, skills and experience to do the job competently.

Selection Criteria (Essential and Desirable)

The Essential Criteria must be met if you are to fulfil the responsibilities of the job. Applicants need to demonstrate that they meet the criteria and their level of competence. If you cannot demonstrate this it is unlikely you will be considered for the position.

The Desirable Criteria enhances your qualifications for the job. You may still be selected for further consideration if you do not meet any or all of these criteria, but illustrating that you do will improve your chances considerably.

It's important that you are able to detail how and why you consider yourself suitable for the position by thoroughly addressing each of the selection criteria. Each selection criterion should be responded to separately. If your application does not address each of the selection criteria your application is likely to be culled.

When addressing the selection criteria take into account the following:-

Demonstrated means that you have actually performed the activity or applied the skill in the past as opposed to having the potential to do so.

Knowledge of or the ability to rapidly acquire the knowledge of means that you already have the required knowledge or you can provide examples of past situations which have required the rapid acquisition of knowledge.

Thorough, sound or high level indicates that a more advanced level of knowledge or skill may be required.

Shortlisting and Interview

Shortlisting of job applications for positions is usually carried out on receipt of individual applications. The application is then assessed against the criteria. If the criteria is met, an interview will be offered and held with at least two (2) panel members that are staff members of Council. The applicant will be contacted by phone if an interview is offered.

Interviews are held at Council facilities. Face to face interviews are preferred; however, if an applicant is unavailable for a personal interview due to excessive distance or other reasonable grounds, Council will conduct a tele conference. The same interview questions and format is followed for each candidate and the interview process usually takes 30 minutes.

Referees

Applicants are asked to provide contact details of a minimum of two (2) current referees. Council prefers that referee information includes the applicant's relationship to the referee, for example Supervisor/Manager.

Please note that it is the responsibility of the applicant to advise their referees that they are applying for a position and secure their permission as a point of reference for Council to make contact directly with them.

Appointment Process

The process normally takes a few days up to a week from the time of interview to the time of advising the successful applicant.

The successful applicant is contacted by telephone at which time a verbal offer of employment is made pending a satisfactory pre-employment Medical. If the applicant accepts the position, the HR team then initiates the pre-employment process. Unsuccessful interviewees are advised in writing.

Some general points to remember when applying for a position

- Applicants are encouraged to read the job Information Package.
- Your application should include Council's Job Application Cover Sheet, your resume (including your employment history and any qualifications) and your response to the selection criteria (essential & desirable).
- Please do not enclose original documents in your job application. Council will not be responsible for misplacing original documents.
- Please keep a copy of your application.
- Applications should be emailed, and addressed to the Acting Chief Executive.

If you require further information in relation to Council's recruitment processes, please contact HR, Workforce Development & Safety.
