



Transfer Station Operator - Jeparit

Thank you for your interest in applying for the position of Transfer Station Operator – Jeparit with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

-) Employment details;
-) Benefits of working with Hindmarsh Shire Council;
-) Position Description;
-) Key selection criteria; and
-) Details on applying for a position with Hindmarsh Shire Council.

For general details of the Council, please refer to the following website: www.hindmarsh.vic.gov.au.

For further information about the position or duties involved, please contact Noella Smith, Contracts Administration Officer, on (03) 5391 4444 or hr@hindmarsh.vic.gov.au.



Opportunity this way...

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

Some of the benefits of working at Hindmarsh Shire Council include:

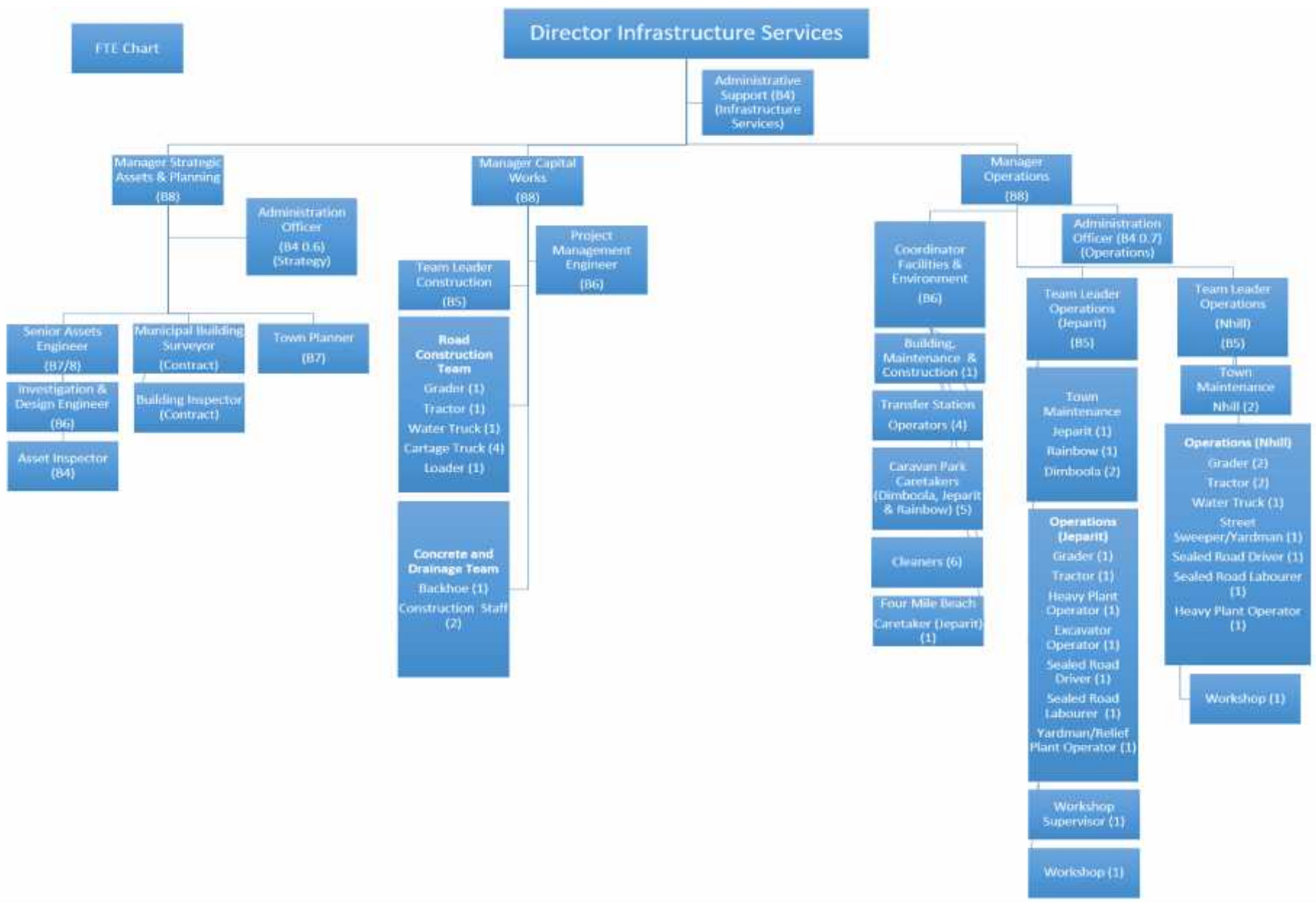
-) Above Award pay rates
-) Annual pay increases via Enterprise Agreement
-) Commitment to work-life balance
-) Annual Leave Loading
-) Employee Assistance Program
-) Active Social Club
-) Salary Sacrifice opportunities for superannuation
-) Rates deductions via payroll for employees owning a property in the Shire
-) Ability to purchase additional annual leave via Enterprise Agreement
-) Car parking
-) Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.

Employment Details for the Position of: Transfer Station Operator - Jeparit

<u>Status:</u>	Part Time
<u>Location:</u>	The position will be based at Jeparit
<u>Award:</u>	Victorian Local Authorities Award 2001
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement No 8, 2016
<u>Classification:</u>	Band 2 plus Industry per the Victorian Local Government Award 2015 and Hindmarsh Shire Council Enterprise Agreement.
<u>Salary:</u>	\$53,242 pro rata
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	Hours of work are 10am to 1pm Tuesday, 2pm to 5pm Thursday and 10:30am to 1:30pm Sunday. (On opening days declared a Total Fire Ban the transfer station will open from 8am to 11am.) The position will be required to work 18 hours per fortnight.
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Annual Leave:</u>	Four (4) weeks annual leave pro rata per annum plus 17.5% leave loading
<u>Sick Leave:</u>	Twelve (12) days sick leave pro rata per annum.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Police Check:</u>	It is a condition of employment that appointees must undertake a police check prior to commencement of work.

3. DEPARTMENT STRUCTURE:



4. POSITION OBJECTIVES:

Under the direction of the Manager Operations, a Transfer Station Operator will be required to oversee receivable waste and recyclables under Council's policy and procedures. This includes maintaining security of the site, control site litter, co-ordinate recycling operations and to assist with the management of the transfer station bins and waste data collection.

5. KEY RESPONSIBILITY AREAS:

Operations:

-) The accurate collection and recording of all prescribed fees, regular reconciliations for auditing requirements and delivery to the Customer Service Office for receipting on a weekly basis.
-) Provide instruction to users on designated tipping sites.
-) Identify and prevent disposal of prohibited waste.
-) Advise Wimmera Mallee Waste when bins are to be collected and emptied.
-) Where instructed by the Manager Operations, admit and instruct users outside of normal opening hours.
-) Maintain signage around the site and advise the Manager Operations of replacement signs needed as appropriate.
-) Instruct users on the placement of all recycling and green waste to designated areas.
-) Removal of litter from the site which has escaped from the Transfer Station.
-) Suppression of site litter where possible.
-) Promote and maintain the collection and disposal of recyclable materials, in particular, scrap metal, glass, plastics and paper.
-) Direct users on the correct disposal of waste oil and advise the Manager Operations when the tanks are near full.
-) Maximise the diversion of recyclables from the waste stream.
-) Ensure asbestos is received in accordance with Council procedures.
-) Ensure the safety of members of the public by ensuring they do not retrieve goods that were previously disposed of in skip bins or allocated to designated collection piles.
-) Ensure items with a reuse value are placed aside for retrieval by the public. This will assist in reducing our contribution to landfill.
-) Other duties as directed that are within the skills and competence of the employee.

Drum Muster:

-) Direct users on the disposal of chemical drums for Drum Muster including inspection of drums, recording of all data and forwarding to the Administration Officer (Operations) on a monthly basis.

Maintain Site:

-) Maintain site security by ensuring the Transfer Station is only opened during designated times.
-) Inspect and maintain the perimeter fence and gates to ensure all areas are secure.
-) Report any breaches of security or maintenance problems to the Manager Operations as soon as possible.

6. ORGANISATIONAL RELATIONSHIPS:

Reports to: Manager Operations

Supervises: Nil

Internal Contacts: Outdoor Staff including Town Maintenance Employees, other Infrastructure Services Staff, Customer Services Staff, Administration Officer (Operations)

External Contacts: General Public, Wimmera Mallee Waste, Regional Waste Management Group

7. OCCUPATIONAL HEALTH AND SAFETY:

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:

-) Take reasonable care for their own health and safety.
-) Notify their Manager of their inability to carry out any physical task that is outside their capability.
-) Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace.
-) Co-operate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Job Safety Analysis (JSA).
-) Complete Accident, Hazard and Near Miss Reports in a timely manner.
-) Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety.
-) Use protective equipment or clothing provided by Council at all required times.
-) Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.
-) Actively participate in Council safety programs.

8. RISK MANAGEMENT:

Whilst at work, an employee must:

-) Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors.
-) Take all reasonable action to protect Council assets from damage and / or loss.
-) Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- 9.1 Transfer Station Operators work alone under routine supervision with guidance always available from the Manager Operations or the Director Infrastructure Services.
- 9.2 Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures.
- 9.3 Transfer Station Staff are responsible for the quality of work performed.
- 9.4 Accountable for ensuring that all clients are issued with a receipt.

10. JUDGEMENT AND DECISION MAKING:

- 10.1 The nature of work is clearly defined with established procedures well understood and/or clearly documented.
- 10.2 Some originality in approach is expected, with solutions usually attributable to application of previously encountered procedures and practices.

11. SPECIALIST KNOWLEDGE AND SKILLS:

- 11.1 Basic administrative skills to accurately record data and statistics.

12. MANAGEMENT SKILLS:

Not applicable

13. INTER-PERSONAL SKILLS:

- 13.1 Basic oral communication skills and written skills to communicate with clients, members of the public and other employees.
- 13.2 Clients are to be dealt with in a friendly and professional manner at all times.

14. QUALIFICATIONS AND EXPERIENCE:

- 14.1 Past experience dealing with people in a friendly and professional manner.

15. KEY SELECTION CRITERIA:

- 15.1 Ability to work without ongoing direct supervision.
- 15.2 Past experience in cash handling and basic reconciliation methods.
- 15.3 Basic administrative skills.
- 15.4 Past experience dealing with people in a friendly and professional manner.

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Applying for a position with Hindmarsh Shire Council

This guide has been designed to assist you in applying for a position with the Hindmarsh Shire Council. It will provide you with some tips and ideas for ensuring that your application and your interview are high quality and relevant.

How to Apply

The primary function of an application is to provide sufficient information about your education, work history and experiences to allow the Selection Panel to decide whether you should be interviewed for the positions.

Applicants should prepare the following information:

-) A covering letter
-) A separate attachment addressing the Key Selection Criteria
-) A current resume

Addressing the Key Selection Criteria

Applicants are required to address the Key Selection Criteria referred to in the Position Description (PD). Selection Criteria are used in the PD to describe the skills, knowledge, qualities, abilities, experience and qualifications needed to successfully undertake the role.

Addressing the Key Selection Criteria should be written as a separate document and submitted together with your resume and brief covering letter.

Do: Read the Position Description.
Note the closing date for applications (late applications will not be considered).
Address the Key Selection Criteria in your application and detail how your skills, abilities, experience and qualifications meet these criteria.
Ensure you provide a telephone contact number in your application.

Don't: Assume that the Selection Panel knows anything about you
Submit a generic application
Attach original certificates or references (please send photocopies only as they will not be returned)
Don't be deterred if you do not obtain an interview. Consider why you may have not been chosen and then, if necessary, ask the contact person for some feedback on your application.

Submitting Applications (Applications should be marked Private & Confidential)

Mail to:

Attn: Contracts Administration Officer
Hindmarsh Shire Council
PO Box 250
NHILL VIC 3418

Deliver in person:

Attn: Contracts Administration Officer
Hindmarsh Shire Council
92 Nelson Street
NHILL VIC 3418

Email to:

hr@hindmarsh.vic.gov.au

Assessment of Applications

-) Each application will be assessed against the Key Selection Criteria for the position.
-) Applicants who most closely meet the Criteria will be offered an interview
-) Applicants not short listed for interview will be advised in writing.
-) Applicants not short listed for interview will be able to ask for feedback on their application.

The Interview:

-) You will be contacted by phone if you have been selected for an interview
-) You will be provided with details regarding the time, day and location of the interview
-) The interview panel will usually consist of three panel members, including the Manager / Supervisor of the position
-) During the interview, panel members will ask questions to determine who will be the best candidate for the position
-) You will have an opportunity in the interview to ask questions
-) If you have not provided referee details on your resume, be prepared to provide them at the interview
-) Referee checks will be conducted for the preferred candidate at the conclusion of the interviews.
-) Please be on time for your interview
-) Please contact Council if you cannot attend the interview or wish to withdraw from the process.

After the Interview:

The successful interviewed applicant:

-) Will be notified by phone
-) Will have the relevant pre-employment checks conducted
-) Will agree on a start date and a letter of offer will be sent, outlining terms and conditions of employment.

The unsuccessful interviewed applicants:

-) Will be advised by telephone of the interview panel decision, followed by a letter confirming the outcome
-) Is able to ask for feedback on their application and interview.

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