

# REFUSE TRANSFER STATION OPERATOR – PART TIME

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## POSITION INFORMATION

<b>Group</b>	Operations & Delivery
<b>Team</b>	Infrastructure
<b>Reports to</b>	Contracts Engineer (daily report - Mangakino Community Ranger)
<b>Direct Reports</b>	Nil
<b>Primary Location</b>	Refuse Transfer Station, 10 Depot Road, Mangakino
<b>Financial Authority</b>	\$0

## TEAM STRUCTURE



## POSITION PURPOSE

To operate and maintain the Mangakino refuse transfer station, providing assistance to people using the facility

## KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Refuse Transfer Station Site Management	<ul style="list-style-type: none"> <li>Assisting and directing Transfer Station users, ensuring that refuse is disposed of in the appropriate areas.</li> <li>Ensuring Transfer Station is kept in a tidy and safe condition.</li> <li>Ensuring Recycling area is managed appropriately that cross contamination of recyclables is kept to a minimum.</li> <li>Grounds are kept litter free and grass is mowed and edges are trimmed.</li> </ul>
Compactor Operation and Maintenance	<ul style="list-style-type: none"> <li>Ensuring the Compactor is operated in a safe and proficient manner.</li> <li>Ensuring replacement bin is ordered as necessary.</li> <li>Replacement bins are changed in an efficient and safe manner, as per SOP's.</li> <li>Ensuring any problems with the plant are reported immediately to the Network Engineer, Solid Waste and Mangakino Community Ranger.</li> </ul>
Refuse Transfer Station Documentation/Eftpos Management	<ul style="list-style-type: none"> <li>Accurate record keeping and management of Transfer Station documents are kept up to date.</li> <li>Eftpos transactions are accurately processed and balanced at the end of each day.</li> </ul>
Vehicle and Equipment Maintenance	<ul style="list-style-type: none"> <li>Ensuring that vehicles and equipment for the Mangakino Refuse Transfer Station are maintained correctly and kept in a clean and safe working condition.</li> <li>Ensuring plant and equipment is secure when not in use.</li> <li>Reporting any damage to property or equipment failure to the Mangakino Community Ranger.</li> <li>Carry out plant checks and minor maintenance tasks [cleaning, oil &amp; air filter, greasing, etc.] on all plant and machinery responsible for.</li> <li>Legal requirements are met for vehicles and plant.</li> <li>Taupo District Council's vehicle use policy is followed.</li> <li>Plant check sheets are completed and forwarded to the Mangakino Community Ranger as requested.</li> </ul>
Records and Reporting	<ul style="list-style-type: none"> <li>Ensure accuracy of information/records in systems adopted by the department/organisation.</li> <li>Produce accurate reports as required for your managers and/or SLT</li> </ul>
Health & Safety and Wellbeing	<ul style="list-style-type: none"> <li>Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position)</li> <li>Take responsibility for your own health and safety</li> <li>Ensure your own actions keep self and others safe</li> <li>Identify, report and assist to eliminate hazards/risks in work place</li> <li>Participate in local work place safety management practices</li> <li>Participate in workplace wellbeing initiatives</li> <li>Ensure compliance under Health and Safety at Work Act 2015</li> </ul>
Project Management	<ul style="list-style-type: none"> <li>Undertakes projects and/or other initiatives that may be assigned by your manager or SLT</li> </ul>
Emergency Management	<ul style="list-style-type: none"> <li>Participates in civil defence emergency management (CDEM) events and training if required</li> </ul>

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

## FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> <li>Other council staff.</li> </ul>	<ul style="list-style-type: none"> <li>Members of the public.</li> <li>Community volunteers.</li> <li>Suppliers.</li> </ul>

## VISION

*“Making a better life for you and your families. We’re in this together – let’s make it work!”*

## VALUES

**Kia kōtāhi mai – We’re in this together**

**Unite**

**Connect**

**Deliver**

**Kōtahitanga**

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

## PERSON SPECIFICATION

### Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>Clean driver’s license.</li> </ul>	<ul style="list-style-type: none"> <li>First aid certificate.</li> <li>Advanced drivers certificate.</li> </ul>

### Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> <li>A ‘can do’ attitude.</li> <li>Ability to work with the public in a helpful and friendly manner.</li> <li>Excellent interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>High level of work ethic.</li> </ul>

## Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>Organising / multi-tasking / forward planning.</li> <li>The ability to complete thorough, systematic checks.</li> <li>Experience in operating tractors, loader, bob-cat and other small.</li> </ul>	<ul style="list-style-type: none"> <li>Familiarity with machinery.</li> <li>Knowledge of waste minimisation and recycling.</li> </ul>

## JOB DESCRIPTION SIGN-OFF

*Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.*

	Manager	Employee
Name		
Signature		
Date		