




## POSITION DESCRIPTION

**TITLE:** WASTE TRANSFER STATION PLANT OPERATOR

**LEVEL:** BAND LEVEL 4

**RESPONSIBLE TO:** RESOURCE RECOVERY PROGRAM LEADER

<b>Position Status:</b>	Ongoing- Full Time
<b>Position Approved by:</b>  DIRECTOR INFRASTRUCTURE AND OPERATIONS	25/09/2025 Date:

### POSITION OBJECTIVES:

To perform multi-operational tasks using a Forklift, Backhoe and frontend loader at the Litchfield Council's Waste Transfer Stations in accordance with approved policies and procedures.

### KEY RESPONSIBILITIES:

- Undertake daily operation of Council's Waste Transfer Stations.
- Utilise plant and equipment to ensure safe and efficient disposal and stockpiling of waste and recyclable materials.
- Provide courteous customer service to all customers, including guidance for offloading of waste, provide information relating to recycling and responding to customer queries
- Monitor and report any unauthorised non-conforming materials that might have been received at the station.
- Ensure that all acceptable waste materials received at the Transfer Stations are processed in the appropriate manner.
- Ensure that work areas at the Transfer Stations are maintained in a safe and tidy manner.
- Participate in Work Health and Safety documentation development and identify opportunities for improvement.
- Undertake the operation of council's vehicles, plant and equipment safely and competently in accordance with Council's policies and procedures.
- Provide a high level of expertise in the operation and maintenance of machinery and equipment.
- Perform daily inspections of plant and equipment to be used and maintain records of these inspections.
- Perform site inspections.
- Perform daily required maintenance tasks on the plant and equipment
- Work rotating rostered shifts over a period between Monday to Sunday between Council's Transfer Stations.
- Meet all Occupational Safety and Health requirements and follow appropriate safety and health practices for self and others.

## **CLASSIFICATION CRITERIA**

### **AUTHORITY AND ACCOUNTABILITY:**

- Accountable for the standard of work carried out within the standards set by Council.
- Accountable for the daily inspections and keeping the logbooks up to date for the plant and equipment used.
- Maintain a safe site for workers and customers using the site.

### **JUDGEMENT AND PROBLEM SOLVING:**

- Ability to resolve minor problems within set parameters of the tasks.
- Ability to determine the most efficient way of carrying out the task from a range of existing techniques and methods with guidance from the Waste Manager.

### **SPECIALIST KNOWLEDGE AND SKILLS:**

- Competent in the use of a backhoe, forklift and front-end loader.
- Capable of using two-way radio equipment in an appropriate manner.
- Able to undertake manual work, including lifting 20kg unaided.

### **MANAGEMENT SKILLS:**

- Ability to work autonomously and/or in a team environment.
- Proven time management skills.

### **INTERPERSONAL SKILLS:**

- Ability to interact with the public in a courteous manner at all times.
- A proven team player
- Ability to show initiative.

### **QUALIFICATIONS AND EXPERIENCE:**

- Experience in the waste management industry, with knowledge of problems and solutions associated with the operation of Transfer Stations.
- Competent in the use of a backhoe, forklift and frontend loader.
- Holder of a current C Class Driver's licence.
- Holder of, or ability to obtain, a current NT Construction Industry Health and Safety Induction {White Card}.
- A Forklift Licence
- A current First Aid Certificate.

**KEY SELECTION CRITERIA:**

- Proven experience in the waste management industry, with knowledge of problems and solutions associated with the operation of Transfer Stations.
- Demonstrated experience and competency in the use of a backhoe, forklift and frontend loader.
- Good organisational and problem-solving skills within defined parameters.
- Proven capability in using two-way radio equipment in an appropriate manner.
- Commitment to Work Health and Safety regulations.
- Demonstrated ability to work alone and/or as part of a team.
- Demonstrated time management skills.
- A positive attitude towards working a rotating shift and on weekends, and overtime when required.
- Proven ability to demonstrate initiative.
- Current Northern Territory Driver's Licence - C- Class
- A current Forklift Licence, First Aid Certificate and White Card are desirable

**CHANGES TO JOB DESCRIPTION:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment– including technological requirements or statutory changes.

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Approved: (Manager/Supervisor)

Date:

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Employee:

Date:




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**TITLE:** WASTE TRANSFER STATION PLANT OPERATOR

**LEVEL:** BAND LEVEL 4

**RESPONSIBLE TO:** RESOURCE RECOVERY PROGRAM LEADER

<b>Position Status:</b>	Casual Employment
<b>Position Approved by:</b>  _____ DIRECTOR INFRASTRUCTURE AND OPERATIONS	25/09/2025 _____ Date:

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