



## Transfer Station Weighbridge/Kiosk Operator

The purpose of this role is to operate the Amberley Transfer Station weighbridge and kiosk and facilitate the safe flow of traffic at the transfer station and when requested operate the Hanmer Springs Transfer Station weighbridge and kiosk.

Reports to Team Leader Waste Minimisation

### Our values - tikanga

**Respect** - *give it to get it.*

- We show civility through listening, being thoughtful and acknowledging others points of view.
- We embrace diversity, recognise differences and are inclusive in our treatment of others.
- We demonstrate our appreciation through praise and recognition.

**Integrity** - *do what's right.*

- We are honest, transparent and authentic.
- We are ethical, sincere and trustworthy.
- We seek the best solution rather than the easiest.

**Commitment** - *be in; boots 'n all.*

- We are passionate about the work we do and motivated to do a good job.
- We are solution focused and accountable for our actions.
- We take pride in working for the Hurunui District Council.

### Our vision – pae tawhiti

To be a workplace that embraces diversity of thought.

### Our mission – aronga

To have the right people in the right place at the right time to provide infrastructure and services that are efficient, effective and appropriate to our Hurunui community.

### Our expectations

Working for the Hurunui District Council means working as a team to deliver the best outcomes for our district.

We are developing our organisational culture to put our customers at the heart of everything we do through our organisational values, working together, and focussing on outcomes rather than tasks.

**That means we will:**

- Commit to working proactively with our customers to understand their needs.
- Operate collaboratively as a total council team.
- Deliver our services in a way that is best for the district (as opposed to best for us).

We want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district. Even though you will have a primary position at Hurunui District Council, working with us is much more than simply completing your work. It is about how you go about doing your work, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

Each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes. We want you to work across teams to bring your solutions to the table and to work with those teams to implement them.

## What you will do

- Operate Amberley transfer station weighbridge kiosk during public opening hours and be available as a back up for leave and sickness.
- Be available as back up for Hanmer Springs transfer station weighbridge.
- Collect gate fees from those depositing waste or recycling at the transfer station and cash up at the end of the day to ensure correct reconciliation.
- Receive purchase orders from those businesses which have been authorised by Council.
- Monitor Amberley household recycling drop off area, to ensure recycling is put in the correct bins, is not contaminated and no waste is left and answer queries to help those using the drop off.
- Ensure vehicles entering and leaving the transfer stations use the weighbridge.
- Be responsible for directing site users to the correct drop off points, and inspecting green waste and cleanfill prior to weigh in.
- Safely manage the flow of traffic in busy periods.
- Prepare refuse and recycling bags for delivery to Council and retail outlets by pricing, booking delivery and completing paperwork for invoicing
- Communicate with the contractor regarding site operational matters
- Ensure the sites are open to the public at the required times and are secure prior to leaving in conjunction with the transfer station operator.
- During operational hours, ensure people using the site are safe from hazards and on-site safety instructions are always followed.
- Answer public waste and recycling queries from those using the transfer stations.

## What we all do

- Embrace diversity and display cultural awareness in all aspects of work and development.
- Demonstrate a commitment to our values and wanting to be here.
- Welcome training and professional development opportunities for continuing improvement.
- Enable a Council vehicle to be booked for travelling to Hanmer Springs transfer station.
- Undertake Civil Defence Emergency Management responsibilities and activities when required

### Customer service

- Demonstrate a “customer centric” culture within the team, department and in the wider organisation.
- Act as a *customer advocate* in the team, department and in the wider organisation.
- See customer feedback as an opportunity to improve service.
- Develop partnerships within the organisation to meet customer needs.
- Provide assistance, guidance and advice to Council and committee members as applicable.
- Demonstrate empathy and non-judgemental approach.

### Health and safety

- Ensure you accurately and promptly report all accidents, incidents and risks immediately or as soon as possible.
- Keep yourself and others safe.
- Adhere to all Council Health and Safety policies, procedures and guidelines.

## What you will bring

- Excellent customer service skills.
- A good level of fitness and ability to lift items.
- Good interpersonal and communication skills.
- Availability to work during weekends, holiday periods and a willingness to be on call for leave and sick cover.
- Training to use the weighbridges will be provided.

# Delegations

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