

POSITION DESCRIPTION

Position Title: Recycling, Kiosk and Transfer Station Operator

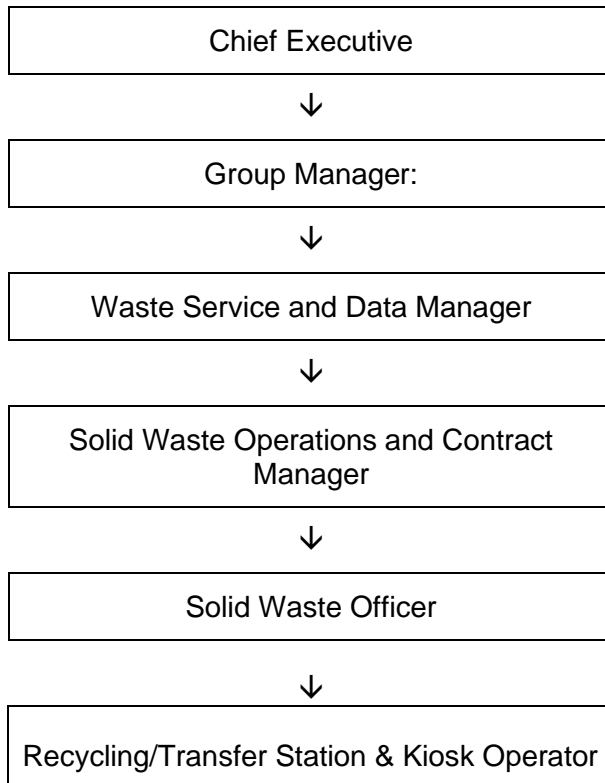
Work Area: Henderson Road Refuse Transfer Station

Group: Asset Management

Responsible To: Recycling Supervisor

Responsible For: **Kiosk Operation, Recycling and Transfer Station duties**

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Asset Management Group. The Group includes Waste Services.

The purpose of this position is to:

Kiosk;

- Preparing kiosk, log on and prepare cash drawer.
- Collecting charges for domestic users.
- Processing commercial operators via computer system
- Cashing up at completion of shift and send days processing data to Central Office.
- Securing monies and kiosk at the end of day

Refuse Operations;

- Offer excellent customer service, advice and clear instruction to customers.
- Be an ambassador of Council and be clearly identifiable by the wearing of uniform and all provided PPE
- Direct traffic at the transfer station tip face to ensure safe parking distances from the edge of the pit, and maintaining a safe working environment.
- Offer assistance to those in genuine need and assisting colleagues and contract staff where necessary

Recycling Operations;

- Offer assistance to recycling depot users and managing traffic control, including control of parking.
- Promote good recycling practice to the Hastings Community.
- Ensure the correct material is placed in the correct area and liaising with the Kiosk to report incidents.
- Work with Contractors to ensure safe operating procedures and all bins are emptied and fit for use.
- Unload second hand goods from vehicles in the recycling depot for the purpose of resale.
- Process batteries, light tubes, oil, gas bottles, E-waste and other specific materials that may be added as the facility evolves.
- Conduct Recycling Surveys and manage Council rubbish bag drop off facility
- Cash handling and sales
- Ensure the facility is tidy and free from hazard
- Any other task that may be specified by management which relates to the effective operation of the transfer station and recycling facility.
- To complete accurate reporting of all incidents, cash handling and maintenance sheets.

Other

- Observe all health safety and policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
- Accurate reporting and recording of all workplace injuries and incidents.
- Civil defence activities as required.

- Council has a code of conduct and a staff policy manual – staff are expected to comply with these.
- Such other duties as may be allocated by the Manager and/or Supervisor from time to time.
- Mobile phones and electronic devices and smoking are for breaks only – smoking only permitted in the dedicated area
- RT communication to be maintained with all units throughout the day
- No material to be removed from site unless through correct procurement channel

Key work areas for which this position will have a responsibility are:

- This role must always deal with residents and members of the public in a courteous and respectful manner.
- To assist with ongoing community education.
- To ensure all PPE is worn for the right task and that Health and Safety of customers and colleagues is key

Important Functional Relationships

External

Members of the public
 Schools/Colleges
 Clubs and Societies
 Contractors
 Businesses

Internal

Manager
 Supervisor

Committees/Groups

N/A

Expected Behaviours

The Expected Behaviours form part of the performance appraisal programme for all staff.

ALL STAFF

- Commitment/Personal Accountability
- Continuous Improvement/Innovation
- Customer Focus (Creating Value for Customers)
- Effective Communications and Relationships
- Organising for results/Planning and organising
- Professional/Technical Expertise
- Teamwork

Person Specification

Qualifications

- Possess a valid NZ drivers licence

Key Personal Competencies

- To like working with people and possess a friendly manner
- The ability to communicate clearly and work as a team
- Ability to work independently or as a team player
- To follow and relay instruction clearly
- Computer literate
- Processing transaction at Kiosk and general money handling, including end of day cash up with accuracy and efficiency.
- Required to work weekends, public holidays and be able to adjust to the rotating weekly roster.
- To motivate customers to adopt the right behaviour
- Physically fit and active
- A sense of Humour
- The ability to think for yourself
- Accurate time keeping
- Motivated and with the will and attitude to learn.