

Job No: 9631	Job Description	 Waste Management
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Job Title: Primary Objective	<p>Operator – Transfer Station</p> <p>The Operator Transfer Station is responsible for undertaking duties associated with the day to day operations of the waste transfer station while maintaining a high level of customer service.</p>
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Key Responsibilities

- Control the placement of waste and recyclables being deposited by customers so to maximize resource recovery.
- Operate onsite plant and equipment as required.
- Direct traffic within the transfer station and provide general information to customers as required.
- Maintain a professional image of the company and deliver high quality customer service at all times.
- Maintain all buildings, grounds, roadways and landscaping in a clean and tidy condition at all times.
- Undertake general laboring duties as required.
- Assist with general administrative duties as directed.
- Complete all records and paperwork accurately, as directed and required.
- Meet targets for recycling and diversion of waste from landfill.

Health, Safety, Environment and Quality (HSEQ) Responsibilities

- Know the company's vision with respect to HSEQ standards, behaviors and performance.
- Participate in the company's safety first culture that supports continuous HSEQ improvement and participate in company-wide programs.
- Ensure duty of care obligations are met and that your conduct in the workplace occurs in a safe manner at all times.
- Participate in processes regarding risk management compliance and internal controls to ensure operations and legal HSEQ risks are effectively managed and minimized.
- Participate in training to obtain the appropriate skills and experience to safely and competently perform role.
- Adhere to the company's policies and procedures at all times.

General Responsibilities

- Advance the company's vision, mission and values in all dealings and decisions and to translate the formation of the company's culture.
- Implement and participate in Human Resource systems and initiatives to effectively resource the business and meet strategic objectives.
- Develop strategies, plans and allocate resources to ensure corporate governance.
- Implement strategies and manage standards so that effective customer service is achieved to both internal and external customers.
- Comply with all statutory obligations.
- Undertake any other duties, accountabilities and responsibilities as directed.

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Skills, Knowledge, Experience & Qualifications

- Current driver's license (Class 1 (NZ)
- Heavy Rigid (HR) or Class 4 (NZ) License (desirable).
- Basic computer knowledge.
- Knowledge of the operation and maintenance of the Transfer Station and associated equipment.
- Moderate experience operating earthmoving equipment, such as, but not limited to compactors, excavators, skid steers and loaders.
- Mechanical aptitude.
- Ability to work both autonomously and as part of a team.
- Well-developed initiative and strong awareness.

Employee Name: _____

Employee Signature: _____

Date: _____