

Casual Transfer Station & Container Deposit Scheme (CDS) Officer

Great work environment and Employment Conditions | Supportive Team

The Shire of Irwin is seeking a motivated and community-minded casual Transfer Station & CDS Officer to support the daily operations of the Dongara Transfer Station and Containers for Change facility. This role is ideal for someone who enjoys hands-on work, engaging with the public, and contributing to a cleaner, more sustainable community.

About the Role

You will be responsible for:

- Providing friendly, professional customer service in line with the Shire's Customer Service Charter.
- Directing customers to the correct use of the facility and promoting reduce-recover-recycle values.
- Ensuring accurate recording of transactions, container counts and operational data, including cash handling.
- Maintaining compliance with site licence conditions, safety requirements and operational procedures.
- Managing traffic flow, pedestrian safety and correct disposal and recycling methods.
- Assisting with scheduled deliveries/collections and updating the Mandalay system.
- Identifying and reporting hazards and participating in safe work practices.

What You'll Bring

- Well-developed communication and customer service skills.
- Good organisational and time-management abilities.
- Ability to work independently with limited supervision.
- Basic computer skills and sound literacy/numeracy.
- OHS Construction Induction (White/Blue Card).
- Current unrestricted WA Driver's Licence.
- Proficient manual handling experience.

For further information, please contact Manager Operations on 08 9927 0000

How to apply

Applications should include a covering letter (maximum two pages) addressing the selection criteria detailed in the position description and a current résumé including the contact details of two recent referees

Applications can be emailed to hr@irwin.wa.gov.au.

Please refer to the Application Package available on our website at www.irwin.wa.gov.au for full details of the position. The successful candidate will be required to provide eligibility of working rights in Australia; and undergo pre-employment screening which includes a medical and drug and alcohol testing.

Applications close at 5:00 pm on Monday 23 March 2026

Shane Ivers

Chief Executive Officer

