

## Weighbridge Operator (4x4)

### Position Outline

<b>Position</b>	Weighbridge Operator (4x4)
<b>Work Location</b>	Waste Management Facility, 150 Jessop Drive
<b>Directorate</b>	Community Services
<b>Section</b>	Waste Management Services
<b>Reports to</b>	Coordinator, Waste Management
<b>Annual Salary</b>	\$71,327.00
<b>Classification</b>	Yard 3, Mount Isa City Council Certified Agreement 2018
<b>Engagement Type</b>	Ongoing, Full-time

#### POSITION OBJECTIVE

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The purpose of this position is to provide a high level of customer service to the Mount Isa community using the Waste Management facilities. This position utilises their experience in customer service, cash handling and computer skills to ensure efficient transit of customers through the facility weighbridge.

#### POSITION REQUIREMENTS

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- Strong interpersonal and communication skills with proven experience in a customer service focused role.
- Experience in cash handling and use of EFTPOS terminals.
- Sound computer skills to utilise Council's computer-based point of sale system and Microsoft Office suite.
- Demonstrated ability to adhere to company policies, procedures, and legislative requirements.

#### KEY RESPONSIBILITIES

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This position is responsible for the following areas and includes but is not limited to:

- Efficiently manage general waste disposal enquiries from internal and external customers.
- Provide effective operation and maintenance of the weighbridge facilities (the gatehouse and transfer station) equipment.
- Direct users to the correct allocated disposal area(s) to ensure compliance with statutory and Council requirements.
- Reject & report loads of material(s) that do not meet statutory waste acceptance criteria for the landfill.
- Maintain and record information clearly and accurately in accordance with relevant procedures and the provisions of the Environmental Protection Act 1994 and other relevant legislation.
- Accurately process all payments for waste disposal in accordance with Council fees and charges as well as the relevant procedures.
- Weigh and record incoming and outgoing quantities of materials/waste and determine payments.
- Reconciliation of daily takings.
- Maintain up to date the site visitor register.
- Responsible for the safe and competent use and maintenance of materials, tools, plant and equipment including relevant prestart safety checks.

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- Follow any other lawful and reasonable directives provided by your supervisor.
- Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.*

#### **KEY PERFORMANCE INDICATORS**

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- Accurate reconciliation of daily takings and process of payments.
- All assigned tasks completed professionally and on time.
- Accurate rejection and directing of material loads based on statutory requirements.

#### **WORK HEALTH AND SAFETY**

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All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures and work instructions.

## WHAT'S IN IT FOR YOU?

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When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, not applicable to casual employment) to enjoy time outside the workplace!

## WE AT ISA...

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We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

**INTEGRITY**

**SERVICE**

**ACCOUNTABILITY**

## HOW TO APPLY

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### What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

### Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on [hr@mountisa.qld.gov.au](mailto:hr@mountisa.qld.gov.au)
- *Both word and PDF are accepted file formats.*

### Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.

<b>Creation Date</b>	03 December 2012
<b>Review Date</b>	8 September 2023
<b>Contact</b>	Coordinator, Waste Management
<b>Closing date</b>	6 March 2025