

Scenic Rim Regional Council



POSITION DESCRIPTION

Position Title:	Weighbridge Operator	Portfolio:	Asset and Environmental Sustainability
Position Number:	226021	Business Unit:	Property and Operations
Position Reports to:	Team Leader Waste	Team:	Waste Services
Classification Level:	3	Status:	Full Time
Agreement:	Scenic Rim Regional Council Enterprise Bargaining Certified Agreement 2012-2014		
Award:	Queensland Local Government Industry (Stream A) Award – State 2017		
Position Objective:	As the Weighbridge Operator, you will be required to provide high quality customer service and administration support, as well as maintain waste data utilising Council's weighbridge data system and the Microsoft suite.		

Our Values

Communication We actively promote clear, concise and open discussion between staff, Council and communities	Respect We act respectfully to each other, accepting each person's individuality and their role.
Teamwork We work cooperatively to achieve common goals, drawing on the strengths of each other, in a supportive and safe environment.	Honesty We act with integrity and when we ask an honest question, we get an honest answer.
Accountability We accept ownership of our role and responsibility for our actions.	Trust We build strong relationships that we believe in and rely on.
Staff worth Our actions demonstrate that our people matter.	Quality We have pride in whatever we do, and strive to do it well

enabling community + environmental sustainability

Key Responsibilities

The key responsibilities may be modified from time to time to ensure that outcomes are coordinated with Council Operational and Corporate Plans. Without limiting the above, the key responsibilities of the position holder shall include:

Provide day to day customer service and manage incoming and outgoing weighbridge operations at Bromelton Landfill.

Inspect incoming waste in order to divert resources to recycling facilities, ensure compliance with environmental licence conditions and accept relevant fees.

Promote waste reduction and recycling campaigns run by Council.

Monitor CCTV cameras for the site and report any safety breaches, scavenging or dumping to the on-site Waste Services Officer or Senior Supervisor.

Manage commercial waste account holders; including gross and tare weights, monthly account summaries and manage discrepancies.

Manage weighbridge data system in order to ensure continuity of service and resolve any technical issues.

Produce internal and external waste data reports using the weighbridge data system.

Liaise with contractors in order to coordinate the collection and/or processing of recyclables from all Council waste facilities.

Liaise with Council staff and contractors in relation to both transfer station and landfill operations.

Ensure accurate and relevant signage is present at the entrance to the site, weighbridge and site office.

Ensure weighbridge and site office is maintained in a neat and tidy manner.

Conduct site safety inductions for incoming visitors, contractors and staff.

Maintain waste facility records in Council's record keeping system in accordance with Council's policies and procedures.

Participate in toolbox talks, training and team meetings.

Other duties within the level of responsibility and position scope as directed by the Senior Supervisor.

In accordance with the *Work Health and Safety Act 2011*, you must take reasonable care for your own and others health and safety, as it relates to the position's safety responsibilities and obligations to all parties.

Skills, Knowledge and Experience

Formal Qualifications/Technical skills

- LB License would be desirable but is not essential.
- A current Queensland "C" Class driver licence.
- Well-developed numeracy literacy and computer skills with the ability to generate data reports.

Knowledge

- Understanding of legislation and procedures relevant to waste operations and environmental protection
- Knowledge of computer applications particularly weighbridge systems such as Mandalay and Microsoft programs including Excel, Word and Outlook.

Experience

- Experience in waste operations or other similar facility, in particular weighbridge operations.
- Demonstrated experience in administration processing including record management.
- Proficient with the input and management of data.
- Customer service skills and the ability to deal effectively with difficult customers.
- Problem solving skills.
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team.
- Time management, organisation and prioritisation skills.

Organisational Competencies

CUSTOMER FOCUS	Delivers clients' needs and tailors services to meet these needs, and provides additional information and/or support.
COMMUNICATION	Communicate clearly through active listening and written communication, states points coherently and tailoring information to audience needs.
TEAMWORK AND COLLABORATION	Demonstrates an awareness of teamwork principles and works in accord to these within a team environment.
RESULTS	Experience in setting and achieving work goals, meeting priorities and deadlines in a fast paced environment.

Organisational Relationships

- This position is responsible for nil direct reports .
- Service provider to External providers, Community members and Council employees.

How will a candidate be assessed for this position?

- Please provide a current Curriculum Vitae or Resume (maximum of 5 pages). Your CV should include the names of at least three current/ recent referees. One Referee should be a Manager you have worked for during the past two years.
- Please provide a statement (maximum 2 pages) where you can demonstrate how your skills, knowledge and experience meet the specific requirements and responsibilities of this position.