

Weighbridge Operator Temporary Full Time (up to 12 months maternity leave cover)

Scenic Rim Regional Council delivers community services and infrastructure to a population of more than 40,000. With a team exceeding 420 employees, we are committed to shaping a progressive future for our community. We are extremely proud of our region which is well renowned for its breathtaking scenery, agricultural and tourism industries.

This is an opportunity to join our team and provide high quality customer service and administration support including the maintenance of waste data utilising Council's weighbridge data system and the Microsoft suite.

Key responsibilities of this role include the following:

- Providing day to day customer service and managing incoming and outgoing weighbridge operations
- Monitoring CCTV cameras for the site and reporting any safety breaches, scavenging or dumping to the on-site
- Managing weighbridge data system in order to ensure continuity of service and resolving any technical issue
- Conducting site safety inductions for incoming visitors, contractors and staff
- Inspecting incoming waste in order to divert resources to recycling facilities

The successful applicant will have:

- Well-developed numeracy literacy and computer skills with the ability to generate data reports
- Experience in waste operations or other similar facilities, in particular weighbridge operations
- Demonstrated experience in administration processing including record management

Conditions of employment will be in accordance with Council's Enterprise Bargaining Agreement and relevant Award with the remuneration being \$54,575.64 per annum.

To apply please submit via SEEK:

1. **A statement** (maximum of 2 pages) demonstrating how your skills, knowledge and experience meet the specific requirements and responsibilities of this position.
2. **A current resume** (maximum of 3 pages) which should include the names and contact details of at least 3 referees. One referee should be a Manager you have worked for during the past two years.

Closing date: Applications are to be received by **12 noon Monday 2 March 2020** and are required to be submitted via SEEK.

Please direct any related queries to jodie.m@scenicrim.qld.gov.au.

For further information, please refer to the [position description](#) or visit: [website](#).

Jon Gibbons
Chief Executive Officer

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