

# KATHERINE TOWN COUNCIL

## POSITION DESCRIPTION



<b>Position Title:</b> Weighbridge Operator	<b>Position Number:</b> 3
<b>Department:</b> Environment and Regulatory Services	<b>Accountable to:</b> Manager – Environment and Regulatory Services

VALUES	MISSION
Service Responsiveness Involvement Responsibility Equity Accountability	To provide a sustainable and prosperous environment for the people of the Katherine Region through growth, opportunity and tolerance.
<b>RESULTS</b>	We are dedicated to serving our community and will listen to and proactively respond to their needs.
<b>RELATIONSHIPS</b>	We will partner with our community and our stakeholders to create sustainable honest relationships.
<b>REASONS</b>	We deliver results that align with our strategic direction and serve our community

<b>PURPOSE</b>	Responsible for the efficient and accurate operation of Council’s Weighbridge operating system, and the general cleanliness of the Weighbridge area.
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KEY RESPONSIBILITIES
<ul style="list-style-type: none"> <li>Weigh in and out all commercial vehicles by entering data and ensuring vehicle registration details are kept.</li> <li>Sign up new clients ensuring new account application forms are completed.</li> <li>Receive and balance cash payments for commercial waste and sale of used goods.</li> <li>Direct and inform clientele in the use of a refuse site in a friendly and helpful manner.</li> <li>Produce weekly reports for the Corporate &amp; Community Development Department.</li> <li>On a daily basis maintain the cleanliness of the office including cleaning of the toilet, floor, and windows both inside and outside.</li> <li>Inspection of vehicle/trailer loads, paying particular attention to commercial and industrial waste including recyclable materials and other non-licensed wastes.</li> <li>Communicate with the landfill operator by radio as required.</li> <li>Using correct procedures document the disposal of asbestos.</li> <li>Using correct procedures document the disposal of Police sensitive materials.</li> <li>Advise clients of Site Safety Rules (issue Visitor Safety Card if required).</li> <li>Assist in the implementation of the Katherine Town Council Local Counter Disaster Sub-Plan in the event of a disaster.</li> <li>Other responsibilities as shall be reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties.</li> </ul>

## LEVEL OF RESPONSIBILITY

- Responsible for the completion of regularly occurring tasks with general guidance on a daily basis. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels.
- Personal judgement is required to follow predetermined procedures where a choice between more than two options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures.
- Knowledge and skill obtained through on-the-job training and workplace induction training. May include off-the-job training through accredited short courses.
- Employees at this level require communication skills to enable them to effectively communicate with clients, other employees and members of the public and in the resolution of minor matters.

## SELECTION CRITERIA

### *ESSENTIAL:*

- Average keyboard and computer skills.
- Relevant personal attributes including possession of customer service skills, maturity, enthusiasm and the ability to remain calm under pressure.
- Good communication skills with the ability to communicate professionally and effectively with people from all backgrounds.
- Good organisational skills.
- Ability to work unsupervised and as part of a team.
- Experience in working with cash and balancing monies.
- Experience inputting/retrieving data accurately.

### *DESIRABLE:*

- Relevant Certificate qualification.

**ORGANISATIONAL RELATIONSHIP**

The position's reporting and team membership is in accordance with the Council's organisations chart.

**DELEGATION**

Delegations are in accordance with the latest *Instrument of Delegation of Powers and Functions*

**PERFORMANCE STANDARD**

The extent to which the stated key responsibilities are achieved in both the position description and personal performance work plan.

PREPARED BY

Chief Executive Officer

DATE ISSUED

October 2017

SUPERVISOR

Chief Executive Officer

APPROVED BY

Chief Executive Officer