

Job Title & Position Number: Weighbridge Administration Officer (Ref: 798)

Level: 2

Line Manager: Senior Waste Administration Officer

Direct Reports: Nil

Location: Meru Landfill Waste Facility

Date Reviewed: August 2020

1. Job Purpose

This position is responsible for operating the Meru Landfill Waste Facility Weighbridge, offering waste administration support and customer service to all the Landfill users.

2. Organisational Context

The position of Weighbridge Administration Officer is part of the Land & Regulatory Services branch within the Development & Community Services Department. In total, four (4) branches report to the Director. Other branches include Community & Cultural Development, Land & Regulatory Services, Libraries, Heritage & Gallery and Urban & Regional Development.

3. Key Accountabilities

- Manage all weighbridge functions at the Meru Landfill Facility.
- Work with and advise general public and contractors using Meru Waste Facility in a polite and efficient manner.
- Maintain accurate details of waste entering and leaving the Meru Site using the Mandalay Software.
- Collect and process fees (both cash and credit card) and balance the till on a daily basis in accordance with Council administrative and financial procedures.
- Operate the weighbridge in compliance with legislative requirements.
- Maintain records in accordance with company and licence requirements.
- Provide reception services and general administrative support to Waste Department.
- Ensure that regular routine daily maintenance is carried out and that relevant log books and pre-start are completed.

- Report any damage or faults in relation to the weighbridge, and any public complaints to the Line Supervisor.
- Provide assistance where necessary and report any issues encountered with Contractors working on site.
- Perform adequate handovers to other weighbridge staff in between shifts.
- Ensure worksite is left in a safe and tidy condition irrespective of the time the site is left unattended.
- Attend Contractor site Toolbox meeting
- Maintain and house all PPEs (Personal Protection Equipment) in good working condition at all times – report all malfunctions, lost or damaged equipment to the line supervisor as soon as possible.
- Administer various waste programs such as the Drummuster program, Recycling programs and Household Hazardous waste program
- Administer the standpipe software and ensure finance receives their monthly invoice.
- Assist the waste services team with administrative support.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **OH&S** – Ensure duty of care compliance with OH&S legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near hits.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the City’s Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City’s Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.

- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City's strategic objectives as required.
- **Values** - create a positive working environment while upholding the City's STARS:

<p>SERVICE</p> <ul style="list-style-type: none"> • We will make customers the focus of everything we do. • Our service will be fair, flexible, innovative and reliable. • We will show genuine concern for customers.
<p>TRUST</p> <ul style="list-style-type: none"> • We will trust the foundation of all relationships. • We will rely and depend on each other. • Our communications will be open and genuine.
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • We will honour our commitments. • We will take responsibility for our own actions. • We won't blame others.
<p>RESPECT</p> <ul style="list-style-type: none"> • We will treat others like we would like to be treated. • We will listen before we talk. • We will seek and value the contributions of others.
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • We will be united in our decisions. • We will be united in our actions. • Our strengths will come from interdependence.

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Unit of competency in Operate Weighbridges or demonstrated experience in a similar role (desireable)
- C Class Driver's Licence
- Provide First Aid Certificate
- Blue/White Construction Safety Card (Desireable)

Knowledge and Skills

- Ability to use computer, smartphone and tablet applications as well as basic knowledge of weighbridge software packages

- Ability to perform basic mathematics with experience in processing financial transactions including reconciliation and balancing cash registers
- Sound verbal and written communication and customer service skills
- Sound understanding of weighbridge operation and compliance with legislative requirements
- Experience in establishing and maintaining effective internal and external stakeholder relationships, and the ability to deal with a diverse range of people and groups
- Demonstrated attention to detail and ability to work under minimal supervision
- Knowledge of OSH procedures including pre-starts, risk analysis and job safety assessments (JSAs)
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles