

Palmerston North City Council Job Profile



Position Title	Weighbridge Operator
Reporting to	Waste Operations Supervisor
Unit	Infrastructure
Date last updated	October 2019

Values and Principles

Our principles of being inclusive, ambitious, enabling, open, bold and guardians support goals that enable a new vision for Palmerston North: *small city benefits, big city ambition*. Our current values are evolving under a transformation programme to reflect this aspiration for the city to reach its potential and capitalise on its strengths. We believe it is essential to be a leader, treat each other with respect and dignity, take responsibility for our own actions, and have a positive, friendly and professional approach.

Context

The Infrastructure Unit of Council is responsible for the stewardship of Council's infrastructural assets (roading, parking, water, waste services, parks, community facilities and property) as well as the delivery of all the services. The Unit's focus is on long-term services planning enabled by effective asset management planning, long-term and annual programming of maintenance, renewal and capital development works, operation of the infrastructure services and in-house support for design and delivery of the capital programme.

The Council utilises its investment in infrastructural assets to deliver best value services to its community through advanced asset management practices and through multi-disciplinary contributions from other Units within the Council Organisation.

Main Purpose

To operate the Weighbridge Kiosk at the Awapuni Resource Recovery Park in an efficient manner.

Key Areas of Responsibility

- Record inwards recycling weights for PNCC recycling vehicles
- Record inwards recycling weights for other recycling trucks for paper and cardboard into the OJI Fullcircle system with a dallies tag
- Record weights of other material as directed and for other customers
- Record waste produced on a daily basis or when a skip bin is full
- Data entry and auditing as required
- Assist with organising pick-up of material from customers for plastics, glass and metals
- Weigh material by product class on weighbridge
- Prepare monthly accounts to customers and monthly summary and graphs as required
- Issue docket for all compost sales
- Receive all cash and EFTPOS payments for compost sales
- Set-up new codes in conjunction with accounts as requested

Palmerston North City Council Job Profile



- Run monthly reports
- Take bookings for visitors centre as required
- Maintain supplies of materials for sites e.g. offices, kitchen, educational centre etc

Please note: Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. The annual Performance, Planning and Evaluation (PPE) will supersede this job description. In addition, employees may be asked to do tasks outside of this description as and when required.

Risk Management accountabilities for all employees

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

Key Relationships

Internal:

- Composting Operations staff
- Infrastructure Materials Recycling Facility (MRF) staff
- Council staff

External:

- General public
- Commercial customers

Typical knowledge, skills, and attributes:

Knowledge (qualifications and experience)

- A current driver's licence is desirable
- The ability to work constructively alongside colleagues in a team environment.
- Be self-motivated and work with the minimum of supervision when required.

Skills and Attributes



Palmerston North City Council Job Profile



- The applicant will be expected to participate fully in training provided for this and any other Infrastructure activities.
- Have a working knowledge of and be able to demonstrate sensitivity to Equal Employment Opportunities and bi-cultural requirements and provisions.
- Basic computer and cash handling skills

Remuneration

- Infrastructure use a remuneration matrix related to the skills, qualifications and experience of the applicant. This role is banded as a Grade 2 with a minimum hourly wage of \$19.45 and a maximum hourly wage of \$21.59. Remuneration will be at Manager discretion.

Other

The position may be called to work outside normal working hours in the event of a Civil Defence emergency or exercise. The job holder will be expected to participate fully in training provided for this and any other Unit activities.