


POSITION DESCRIPTION

P3009, P3010 – Weighbridge Operator



Position Title	Weighbridge Operator
Department	Technical Services
Designation	Level 5 (Municipal Employee) ASTC EA
Position Number	P3009, P3010
Responsible To	Team Leader Weighbridge/Finance and Administration Officer
Position Status	Permanent, Full-time
Position Description Approved	 Date: 25/8/2025

Primary Objective

Working within a team at the Regional Waste Management Facility (RWMF) the position is responsible for providing excellent customer service at the weighbridge and supports the operation of the Rediscovery Centre on a rotating roster and includes weekend work.

Key Responsibilities

- Provide professional customer service, accurately record sales turnover at weighbridge and Rediscovery Centre using POS systems and conduct daily reconciliation of money received.
- Rotate through shifts in the Rediscovery Centre, assist in the identification and sorting of suitable materials for recycling, repurposing or sale.
- Inspect, assess and charge for loads at the weighbridge and handle customer issues concerning weighbridge loads and charges.
- Operate computer at the weighbridge recording product type entering the facility.
- Receive and account for money at the weighbridge using a cash register, EFTPOS and credit card facilities.
- Monitor, maintain and upkeep the work area and assist the public at the transfer station.
- Inspect collected recyclable goods from transfer station and stockpiles and organise those areas as required.

Work Health & Safety (WHS) Responsibilities

- Take reasonable care for own health and safety.
- Take reasonable care to ensure team members actions or omissions do not adversely affect the health and safety of others.

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- Comply with reasonable instructions and directions given by or on behalf of the employer on issues related to health and safety.
- Follow lawful and safe work practices, policies, procedures, guidelines and emergency procedures.
- Use all appropriate personal protective equipment, plant and vehicles in a safe manner.
- Report hazards, accidents, incidents and near-misses to the Manager as soon as practicable.
- Ensure adequate training, instruction and supervision are provided when new tasks or operation of new tools, plant or machinery is requested.
- Engage with management in the effort to eliminate unsafe work practices.

Organisational Values and Behaviours

- Uphold organisational values and behave according to ASTC's Code of Conduct, including treating other employees and the general public with respect.
- Maintain own health and safety and that of other people in the workplace or those who may be affected by the work being carried out.

Other Duties

- Perform other duties within capabilities and/or consistent with the level of this position as required.

Delegations

Nil

Supervisory Responsibilities

Nil

Special Requirements

- A rotating roster including normal hours and weekend work. Appropriate rates apply as per the ASTC EA.

Qualifications

- Current driver license to be able to drive a manual car in NT.

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Selection Criteria

Essential

1. Excellent Interpersonal and dispute resolution skills, providing professional customer service with the ability to effectively resolve disputes and manage complaints.
2. Intermediate computer literacy skills with proficiency in the use of MS Office suite or similar.
3. Experience in identifying suitable materials for recycling, repurposing or sale.
4. Excellent attention to detail, numeracy and cash handling skills.
5. Good understanding of workplace health and safety practices.
6. Ability to work independently and within a team environment.
7. Ability to work with people and customers from different cultures and backgrounds.
8. Current drivers license to be able to drive a manual car in the NT.

Desirable

1. Local Government experience in a similar role.
2. Experience and ability to work in a cross-cultural environment.

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Team Member Name: _____

Signature: _____ Date: _____