


POSITION DESCRIPTION



Position title	RWMF Operator
Directorate	Technical Services
Designation	Level 5 (Municipal Employee) ASTC EA
Position number	P3008
Responsible to	Supervisor RWMF
Position status	Casual
Position description approved	 Date: 7/01/2023

Primary Objective

Located at the Regional Waste Management Facility, the position will provide high level customer service to clients at the Rediscovery Centre and Weighbridge as well as contributing to recycling efforts within the municipality of Alice Springs.

Key Responsibilities

- Provide a high level of customer service, cash handling and effectively operate point of sale (POS) systems at weighbridge and Rediscovery Centre.
- Assist with the collection of recyclable goods from stockpiles for the Rediscovery Centre.
- Actively participate in the sorting, display, marketing and selling of recyclable products at the Rediscovery Centre.
- Assist with customer enquiries, as well as inspect, assess and charge for loads at the weighbridge.
- Inspect loads at the transfer station in coordination with the weighbridge.
- Conduct equipment safe start-up (pre-check) and shut-down procedures as instructed.
- Keep accurate daily work records of moderate complexity, and report any issues including necessary repairs to the supervisor in a timely manner.
- Under general direction work safely independently and as part of a team, following Council policies and procedures.
- Uphold organisational values and behave according to Council'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.
- Perform other duties within capabilities and/or consistent with the level of this position as required.
- Work safely as part of a team following Council policies and procedures.

- Demonstrate a professional attitude and display respect to general public and other council employees.

Qualifications

- Current National Criminal History check (less than 6 months old)
- Current LR licence to be able to drive a motor vehicle in the NT.

Selection Criteria

Essential

1. Demonstrated ability to operate a range of POS systems.
2. Ability to safely do physical work, outdoors in all weather. Demonstrate a clear understanding of the WHS requirements of the position.
3. Well-developed interpersonal skills, with the ability to provide a high level of customer service.
4. Intermediate computer literacy, numeracy and cash handling skills.
5. Ability to work independently and follow instructions.
6. Good understanding of waste management facility operations with the ability to effectively monitor the facilities' activities.
7. Demonstrated mechanical aptitude, able to competently conduct safety pre-start and shutdown procedures. Ability to identify and report safety and maintenance issues.
8. Current LR licence to be able to drive in the NT.

Desirable

1. Experience and ability to work in a cross-cultural environment.
2. Forklift truck licence

ACKNOWLEDGEMENT

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

Employee Name _____ ::FIRSTNAME:: ::LASTNAME:: _____

Signature _____ ::SIGNATURE:: _____ Date _____