

Palmerston North City Council Job Profile



Position Title	Weighbridge Operator
Reporting to	Stewart Hay
Unit	City Enterprises
Date last updated	January 2017

Values

We are committed to fostering an environment where our values of Trust, Worth, Service, and Transformation form the cornerstones of our interactions with each other and the city we serve. We believe it is essential to treat each other with respect and dignity, take responsibility for own actions, and have a positive, friendly, and professional approach.

Context

The City Enterprises Unit is the service delivery arm of Council providing services across a broad range of activities ranging from Professional Engineering & Infrastructural Services, Parks & Reserves, Treatment Plants, Emergency Management and Solid Waste, which includes rubbish and recycling collections.

The Vision of City Enterprises is to be the recognised professional service provider by delivering what is wanted, how it is wanted, when it is wanted.

Main Purpose

To operate the Weighbridge Kiosk at the Awapuni Recycling Centre 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
- 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
- Run monthly reports
- Take bookings for visitors centre as required
- Maintain supplies of materials for sites e.g. offices, kitchen, educational centre etc

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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
- City Enterprises Materials Recycling Facility (MRF) staff
- City Networks staff

External:

- General public
- Commercial customers

Typical knowledge, skills, and attributes:

Knowledge (qualifications and experience)

- A current drivers 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

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

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Remuneration

- City Enterprises 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 \$17.00 and a maximum hourly wage of \$19.84. Remuneration will be at the Solid Waste Operations Manager's 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.

Typical Hours

As the weighbridge is open 7 days per week and only closed for Good Friday and Christmas day.

PNCC require the following operational staff.

- Permanent Full Time – Typical hours Monday – Friday 7.15am – 4.45pm
- Permanent Part Time – Typical Hours Saturday 7.15 – 5.00pm and Sunday 11.45 am – 4.15pm plus public holidays and cover for permanent operators holidays. (Minimum weekly hours = 13.5 hrs)