

# Palmerston North City Council

## Job Profile

<b>Position Title</b>	Recycling Operator
<b>Reporting to</b>	Waste Operations Supervisor
<b>Unit</b>	Infrastructure
<b>Date Updated</b>	December 2018

### 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 Infrastructure Unit of Palmerston North City Council is charged with the management and maintenance of all PNCC's assets, facilities and infrastructure. This means making sure the assets are fit for use now, and future needs are planned for.

The role of the Waste Operations Business Unit is to implement, co-ordinate and manage operations in refuse and recycling collections, Awapuni and Ferguson Street Recycling Centres, and the Awapuni Landfill Site Activities including the Weighbridge Station.

### Main Purpose

To carry out the physical works and operations for the City's recycling, primarily at the Awapuni Recycling Centre. Support may also be required at the Awapuni Landfill site and the Weighbridge Station.

### Key Areas of Responsibility

- Ensure recycled materials (including glass) are sorted to a high standard in line with the client's specifications.
- Ensure all work areas are kept clean, tidy and free of rubbish.

**Please note:** Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. 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:

- Waste Operations Supervisor
- Waste Operations Manager
- City Enterprises staff
- Other Council staff

### External:

- Members of the public
- Contractors
- Clients

## Typical qualifications, skills and experience:

### Qualifications and licences

- Class 1 Full driver's licence
- Current forklift, roller, tracks and wheels licences would be preferable but are not essential

### Experience

- Ideally experience in working on Materials Recycling Facilities (MRF's) together with its associated plant and equipment.

### Skills and Attributes

- Excellent time management and organisation skills
- The ability to work constructively alongside colleagues in a team environment
- Be self-motivated and the ability to work with the minimum of supervision
- Good communication skills
- Excellent attention to detail
- Ability to be flexible in re-prioritising and re-organising work accordingly
- Ability to work under pressure

- Focus on providing excellent customer service

### Remuneration

Remuneration will be at the Waste Operations Manager's discretion. City Enterprises uses a grade related remuneration matrix related to the skills, qualifications, and experience of the applicant.

### Other

This role may require work outside normal working hours in the event of a Civil Defence emergency or exercise.