

# Role Description



**Position Title**      **Weighbridge Attendant**

**Position Number**      **WTS156**

## Purpose of Role

Operate the weighbridge facility, providing an efficient and courteous service to users of Council's waste facilities.

## Specific Responsibilities

- Operate and maintain the weighbridge facilities/equipment with identification and reporting of any operational problems.
- Assist with general waste disposal enquiries in a courteous and efficient manner including advice in relation to disposal and recycling of material.
- Direct facility users to the allocated disposal areas to ensure compliance with statutory and Council environmental requirements.
- Work at disposal locations and such as the transfer station to ensure waste is disposed in the appropriate locations and recycling of materials is maximised.
- Assist with litter pickup duties on site when required.
- Accurately process payments in accordance with Council fees ensuring that information is recorded accurately via information systems and relevant documentation is issued.
- Assess waste being disposed by users and checking of all loads, ensuring the correct charges apply.
- Balance end-of-day takings for the waste facility and ensure any irregularities are reported.
- Ensure compliance with all current legislation, approved standards, policies and procedures relating to weighbridge practices and processes.

## Work Experiences and Skills - essential

- Developed interpersonal and communication skills, with a strong focus on provision of quality customer service.
- Working knowledge and experience in a fast-paced waste management, retail or similar business, including the ability to work within a highly regulated environment that requires strict compliance with policies and procedures, including health and safety requirements.
- Demonstrated ability to work with minimal supervision prioritising workloads and working under pressure whilst successfully working within and contributing to a cohesive team environment.
- Demonstrated skills in cash handling procedures and cash reconciliation with the ability to identify discrepancies and rectify any problems.
- Proficiency with Microsoft Office suite of programs and the ability to develop proficiency with council's corporate systems.

## Academic, Trade Qualifications and other Licences - essential

- Construction Induction Card competency that has been used within the past 2 years.
- Current 'C' class driver's licence.

## Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

## Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health & safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

## Work Location

You may be required to perform your role from any work location within the region.

## Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

## Organisational Expectations

