

Gatehouse Operator (4x4)

Position Outline

Position	Gatehouse Operator (4 on 4 off)
Work Location	Waste Management Facility, Jessop Drive
Directorate	Infrastructure Services
Section	Water and Waste
Reports to	Coordinator, Waste Management
Annual Salary Band	\$68,583.00
Classification	Yard 3, Mount Isa City Council Certified Agreement 2018
Engagement Type	Full-Time, Ongoing

POSITION OBJECTIVE

This position is responsible for the efficient and effective day to day Gatehouse operations and providing a high level of customer service to users of Council's Waste Management facilities.


POSITION REQUIREMENTS

- Demonstrated customer service and cash handling skills.
- Demonstrated knowledge in the disposal of waste products in compliance with relevant legislation or willingness to learn.
- Demonstrated knowledge in the use of Microsoft Office Suite and Council's waste management software program (Mandalay).
- Demonstrated knowledge of point of sale (POS) computer equipment and EFTPOS terminals.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Efficiently manage general waste disposal enquiries from internal and external customers.
- Provide effective operation and maintenance of the gatehouse facilities and equipment, including the weighbridge and transfer station.
- Direct users to the correct allocated disposal area(s) to ensure compliance with statutory and Council requirements.
- Reject & report loads of material(s) that do not meet statutory waste acceptance criteria for the landfill.
- Maintain and record information clearly and accurately in accordance with relevant procedures and the provisions of the Environmental Protection Act 1994 and other relevant legislation.
- Accurately process all payments for waste disposal in accordance with Council fees and charges as well as the relevant procedures.
- Record incoming and outgoing quantities of materials/waste and determine payments.
- Reconciliation of daily takings.
- Responsible for the safe and competent use and maintenance of materials, tools, plant and equipment including relevant prestart safety checks.
- Provide and maintain high level of confidentiality.
- Actively contribute to the team and promote best practice.
- Maintain professional standards and integrity.

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- Contribute to the promotion of the image of Council and the maximisation of good public relations.

Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.

KEY PERFORMANCE INDICATORS

- Efficient reconciliation of daily takings.
- All assigned tasks completed professionally and on time.
- Efficient control of the use of Council's landfill by internal and external customers in line with Council policies and procedures.
- To operate weighbridges and waste accounting software to accurately record transaction details.
- Promotes and complies with Council policies and procedures.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

WE AT ISA...

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	3 December 2012
Review Date	3 July 2023
Contact	Manager, Water and Waste
Closing date	26 June 2024