MOUNT ISA CITY COUNCIL

Recycling Hand / Sorter

Position Outline

Position	Recycling Hand / Sorter
Work Location	150 Jessop Drive, Waste Management Facility
Directorate	Community Services
Section	Waste and Recycling
Reports to	Recycling Coordinator
Hourly Salary Band	$38.77 + 25% loading
Classification	Level 2, Mount Isa City Council Certified Agreement 2024
Engagement Type	Casual, ongoing

POSITION OBJECTIVE

In your role as a Recycling Hand / Sorter you will perform a variety of manual labour tasks associated with the separation and processing of a variety of recycled materials, these materials are processed through the Materials Recovery Facility. You may also be required to operate light and medium equipment. Reporting to the Shift Supervisor, you will be responsible for the monitoring of the flow of materials and quality control.

POSITION REQUIREMENTS

- Ability to work as part of a team but also independently.
- You have a safety-first attitude.
- Have a 'can do' attitude.
- Be hands on in your work.
- Be available to have full availability including weekends.
- Forklift licence is desired, but not essential.

KEY RESPONSIBILITIES

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

- Ideally previous experience in a fast-paced Warehouse or Factory environment.
- Sort recyclable materials from a conveyor belt.
- Remove waste so it does not damage plant equipment or the product.
- Check materials and sort into designated areas by type, size, condition, or colour.
- Report system problems immediately to management.
- Be familiar with, and undertake all work in accordance with, relevant policies, regulations and legislation.
- Follow directives and obey WHS rules and be responsible for your own safety and the safety of others.

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

KEY PERFORMANCE INDICATORS

- All assigned tasks completed professionally and on time.

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!

MOUNT ISA CITY COUNCIL VALUES

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:

To assess your suitability, please provide the following information:

- Write a maximum of 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.
- Please contact the nominated person on the Role Description if you require any reasonable adjustments throughout this recruitment process.

Submitting your application:

- Submit online at: https://www.mountisa.qld.gov.au/City-Council/Careers/Current-Opportunities; 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.***
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote human rights and diversity.
- All workers of Council are responsible for the wellbeing, physical, emotional and cultural safety of the children and young people who receive our services.
- All workers are expected to act in accordance with the Child Safe Organisations Act 2024, including the Child Safe Standards and Universal Principle in their physical and online interactions with children and young people, including outside the course of their work for the Council.
- All workers are subject to the Reportable Conduct Scheme and its obligations as per the Child Safe Organisations Act 2024. Learn more about our commitment to being a Child Safe Organisation on our website.

Creation Date	August 2024
Review Date	5 November 2026
Contact	Recycling Coordinator
Closing date	18 November 2026