

Weighbridge/Gatehouse Operator (Casual)

Position Description

Position	Weighbridge/ Gatehouse Operator
Work Location	Waste Management Facility (Jessop Drive)
Directorate	Infrastructure Services
Section	Waste Management
Reports to	Coordinator, Waste Management
Hourly rate	\$37.54 + 25% casual loading
Classification	Yard 3, Mount Isa City Council Certified Agreement 2024
Engagement Type	Casual

POSITION OBJECTIVE

The purpose of this position is to provide a high level of customer service to the Mount Isa community using the Waste Management facilities. This position utilises their experience in customer service, cash handling and computer skills to ensure efficient transit of customers through the facility weighbridge and gatehouse.

POSITION REQUIREMENTS

- Strong interpersonal and communication skills with proven experience in a customer service focused role.
- Experience in cash handling and use of EFTPOS terminals.
- Sound computer skills to utilise Council's computer-based point of sale system and Microsoft Office suite.
- Demonstrated ability to adhere to company policies, procedures, and legislative requirements.

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.
- Direct waste facility users to the correct disposal area.
- Accurately process payments for waste disposal in accordance with Council fees and charges.
- Reconciliation of daily takings.
- Weigh and record incoming and outgoing quantities of materials/waste.
- Reject and direct loads of material(s) based on statutory waste acceptance criteria for the landfill.
- Follow any other lawful and reasonable directives provided by your supervisor.

KEY PERFORMANCE INDICATORS

- Accurate reconciliation of daily takings and process of payments.
- All assigned tasks completed professionally and on time.
- Accurate rejection and directing of material loads based on statutory requirements.

WORK HEALTH AND SAFETY

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

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.

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.

INTGERITY

SERVICE

ACCOUNTABILITY

Creation Date	17 April 2023
Review Date	17 April 2023
Contact	Waste Coordinator
Closing date	02 October 2025