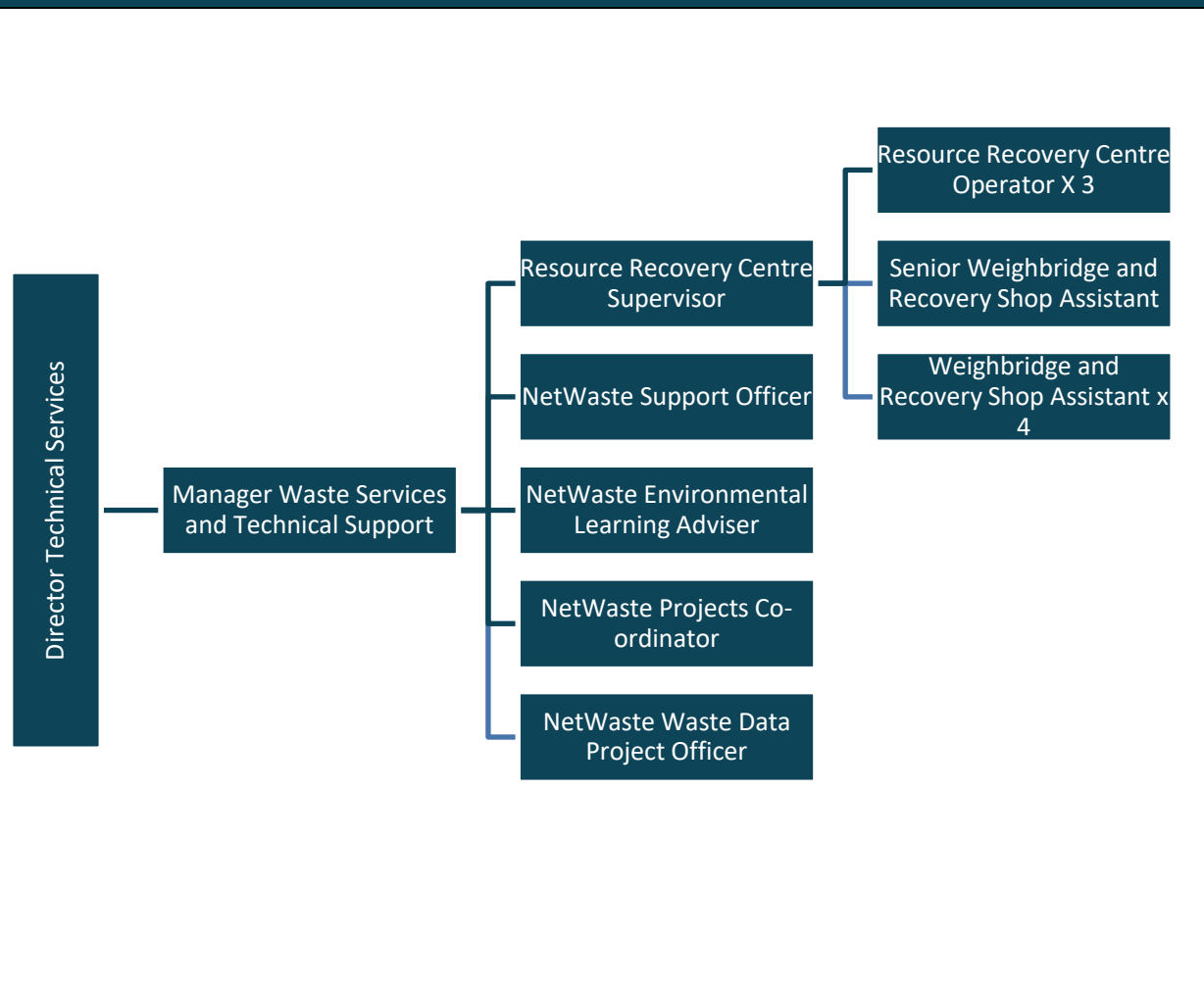


<b>Position Title:</b>	Weighbridge and Recovery Shop Assistant
<b>Position Number:</b>	5259,5260,5261,5262
<b>Division:</b>	Technical Services
<b>Section:</b>	Waste Services
<b>Grade:</b>	1
<b>Delegations:</b>	As allocated in the Delegations Register
<b>Position FTE Hours</b>	38

### Primary Purpose

- To fulfill all duties required to maintain efficient operation of Council’s Recovery Shop, Community Recycling Centre and Weighbridge and associated services.

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Current Class C Drivers Licence
- Satisfactory Criminal Record Check

### Skills and Experience

- Experience in a similar role e.g. customer service or waste services.
- Demonstrated experience in cash handling, using an EFTPOS machine and using a point-of-sale system or equivalent, and Weighbridge software/hardware systems
- High level communication skills including the ability to interact and communicate effectively with customers and other staff in a professional manner.
- Demonstrated ability to work and contribute as part of a team.
- Demonstrated ability to work a rotating roster including weekends.
- Demonstrated ability to model Council's key values and desired behaviours

## Key Accountabilities/Duties

- Maintain high standards of customer service and professional conduct to effectively communicate with other staff, management, and members of the public.
- Undertake cash handling, reconciliation, and accurate data entry.
- Assist with the operations of the Recovery Shop, Community Recycling Centre, and Weighbridge.
- Support, follow directions and escalate any concerns to the Resource Recovery Centre Supervisor.
- Carry out roadside clean up as delegated by the Supervisor. This includes the picking up of papers and any other rubbish from both sides of the road, starting at the top of March Street and the top of the Dalton Street Hill and along Ophir Road approaches to the Resource Recovery Centre, as well as inside the gates of the Resource Recovery Centre.
- Determine what products are suitable for the Recovery Shop and in the recovery of saleable items for the Shop and direct household hazardous waste to the appropriate stillage within the CRC.
- Undertake general cleaning to ensure that the facility and service remain neat and tidy.
- Maintain effective two way communications across the site.
- Collect appropriate moneys, issue receipts, price salvaged goods for sale in the Recovery Shop; direct traffic; operate the weighbridge; maintain all necessary computer records; balance moneys received.
- Ensure patrons receive all necessary guidance and help to access all of the site facilities (Recyclables Transfer Facility, Recovery Shop, CRC, Green Waste Processing Site, Scrap Metal Recovery Site, Waste Oil Recycling Facility, Battery, Tyre, Construction and Demolition Resource Recovery Facilities)
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

## Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<b>Ownership - Foundational "Does it"</b> <i>Take responsibility and ownership of work and delivering to quality standards.</i> <ul style="list-style-type: none"> <li>• Takes responsibility for own actions</li> <li>• Completes tasks he/she has agreed to on time</li> <li>• Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly</li> </ul>
	<b>Customer Focus - Foundational "Does it"</b> <i>Commit to delivering customer focused services in line with strategic objectives.</i> <ul style="list-style-type: none"> <li>• Shows awareness that he/she is working for the community</li> <li>• Shows respect, courtesy and fairness when interacting with customers and members of the community</li> <li>• Listens and asks questions to understand customer/community needs</li> </ul>
Relationships	<b>Team Work - Foundational "Does it"</b> <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i> <ul style="list-style-type: none"> <li>• Keeps team and supervisor informed of what he/she is working on</li> <li>• Shares knowledge and information with team members and other staff</li> <li>• Offers to help colleagues and takes on additional tasks when workloads are high</li> <li>• Is aware of the wellbeing of co-workers and provides support as appropriate</li> <li>• Is open to input from people with different experiences, perspectives and beliefs</li> </ul>
	<b>Plan and Prioritise - Foundational "Does it"</b> <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i> <ul style="list-style-type: none"> <li>• Understands team objectives and own contribution</li> <li>• Plans and organises own work tasks</li> <li>• Asks when unsure about the relative priority of allocated tasks</li> <li>• Manages time appropriately and re-prioritises as required</li> <li>• Identifies and informs supervisor of issues that may impact on completion of tasks</li> </ul>

Technical	<b>Health, Safety and Environment - Foundational "Does it"</b> <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i> <ul style="list-style-type: none"> <li>• Consistently displays safe working behaviour</li> <li>• Speaks up when something is unsafe</li> <li>• Follows health and safety policies and procedures</li> <li>• Participates in safety discussions</li> <li>• Implement environmental controls as applicable</li> </ul>
	<b>Assets and Equipment - Foundational "Does it"</b> <i>Use, allocate and maintain work tools appropriately and manage Councils assets and equipment responsibly</i> <ul style="list-style-type: none"> <li>• Uses core work tools and equipment effectively</li> <li>• Maintain and effectively use work tools, equipment and Council assets</li> </ul>

### Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the

organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

### Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

### General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

<b>Name of Employee</b>	
<b>Signed by Employee</b>	
<b>Date Signed</b>	