MOUNT ISA
CITY COUNCIL

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	$39.14 + 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 INDICTAORS

- 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.

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:

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.
- 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: Current Opportunities | Mount Isa City Council; 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 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	17 April 2023
Reviewed Date	02 September 2026
Contact	Coordinator, Waste Management
Closing date	13 November 2026