Gatehouse Weighbridge Operator (4x4)

Position Outline

Position	Gatehouse and Weighbridge Operator
Work Location	Waste Management Facility, Jessop Drive
Directorate	Community Services
Section	Waste Management
Reports to	Coordinator, Waste Management
Annual Salary Band	$77,333.12
Classification	Yard 3, Mount Isa City Council Certified Agreement 2024
Engagement Type	Full-Time

POSITION OBJECTIVE

To provide efficient, accurate and customer-focused gatehouse and weighbridge services at Council's Waste Management Facility. The position is responsible for processing waste management transactions, maintaining accurate operational records, collecting and reconciling fees, directing customers to appropriate disposal locations, and supporting compliance with legislative, environmental, safety and Council requirements to ensure the safe and effective operation of the facility.

POSITION REQUIREMENTS

Essential

- Demonstrated experience in a customer service or administrative role involving direct interaction with the public.
- Experience in cash handling, receipting and daily financial reconciliation procedures.
- Well-developed communication and interpersonal skills, with the ability to interact professionally with a diverse range of customers and stakeholders.
- Demonstrated ability to accurately enter, maintain and retrieve information using computer-based systems.
- Sound computer literacy, including Microsoft Office applications and point-of-sale systems.
- Ability to interpret and apply policies, procedures and operational requirements consistently.
- Demonstrated commitment to workplace health and safety and safe work practices.
- Ability to work independently and as part of a team in a busy operational environment.
- Ability to maintain confidentiality and exercise professionalism when handling information.

Desirable

- Experience operating a weighbridge, waste management software system or similar transaction-based system.
- Knowledge of waste disposal practices, landfill operations and waste acceptance requirements.
- Understanding of relevant environmental and waste management legislation.

KEY RESPONSIBILITIES

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

- Operate the gatehouse and weighbridge in a safe, efficient and professional manner.
- Receive, assess and record waste and material transactions accurately.
- Process customer payments and complete daily reconciliations in accordance with Council procedures.
- Provide courteous customer service and direct customers to the appropriate disposal or recycling areas.
- Monitor incoming loads and report non-compliant waste in accordance with site procedures.
- Maintain accurate records and data within Council's systems.
- Assist in maintaining a clean, safe and orderly work environment.
- Comply with all applicable legislation, regulations, Council policies, procedures, standards and safe work practices relevant to the position.
- Work cooperatively with team members to support the effective operation of the facility.
- Follow any other lawful and reasonable directives provided by your supervisor.

KEY PERFORMANCE INDICATORS

- Weighbridge transactions, records and data entered accurately and within required timeframes.
- Customer enquiries responded to professionally and courteously.
- Daily cash handling and reconciliations completed accurately with minimal discrepancies.
- Compliance with waste acceptance, operational and Council procedures.
- Consistent adherence to workplace health and safety requirements.
- Demonstrates reliability, teamwork and professional conduct in the workplace.

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	17 April 2024
Review Date	28 October 2026
Contact	Manager Strategy, Policy and Regulation
Closing date	24 November 2026