

SHIRE OF ASHBURTON

Position Description



Weighbridge and Administration Officer

Position Number	JA.126
Directorate	Infrastructure Services
Department	Waste Services
Job Family	Labourer / Operational
Reports To	Site Supervisor - PRWMF
Direct Reports	N/A
Indirect Reports	N/A
Location	Pilbara Regional Waste Management Facility Onslow (some intra shire travel maybe required)
Industrial Instrument	Shire of Ashburton Enterprise Agreement 2022
Classification	Level 3

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to the community.

Values

Respect Openness Teamwork Leadership Excellence Health & Wellbeing

About the Role

Role Objective / Purpose

A focus on weighbridge operations and administration duties including frontline customer service for users of the Shire's Class IV Pilbara Regional Waste Management Facility (PRWMF) in Onslow. Other duties include management of site infrastructure and site operational support.

The Weighbridge Officer and Administration Support role plays a crucial role in the efficient and effective operations of the PRWMF. Focus must be on accurate recording of waste quantities, the efficient functioning of the site and strong communications skills with customers, internal and external stakeholders. The role requires attention to detail, strong organisational skills,



flexibility and the capability to complete manual tasks. This role may include some weekend work, and the provision of relief support to other waste facilities as required.

Key Role Outcomes

Weighbridge Operations:

- A high level of customer service including receipt of waste, directing customers to appropriate waste locations and accurate receipting of payments;
- Operate and manage the weighbridge system to accurately record incoming and outgoing waste quantities;
- Ensure compliance with regulatory requirements related to weighbridge and reporting procedures;
- Maintain accurate records of waste transactions, including weights, types, and origins;
- Be proficient with weighbridge software (Mandalay); and
- Maintain records of daily and periodic inspections as required of the site under direction of the supervisor.

Administrative Duties:

- Generate reports and documentation required for regulatory compliance and internal purposes;
- Attend meetings as requested;
- Raise the POs and billing processes related to waste disposal transactions;
- Administrative work must be consistent with policies and directives, and Shire's central accounts; and
- Assist administratively with oversight of the weighbridge and main office.

Customer Service:

- Interact with customers, transport providers, and internal/external stakeholders to address enquiries, resolve issues, and ensure a positive customer experience.

Compliance and Reporting:

- Ensure compliance with relevant environmental, health, and safety regulations; and
- Ensure compliance with all reporting requirements, including maintaining accurate records and submitting necessary documentation to regulatory agencies.

Equipment Maintenance:

- Maintain records and arrange for the calibration of weighbridge equipment to ensure accuracy and reliability;

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- Report any malfunctions or issues promptly to the Site Supervisor;

General:

- Alongside all other waste staff, ensure the safety of facility users, safe operation of shire waste facility and the safety of staff, contractors and customers; and
- Collaborate with management to address operational issues and implement improvements.
- Do other admin duties as asked by the supervisor/manager.

Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role, outline required outcomes, and set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which apply at all times, to all staff, in all roles.

Competency	Required Level
Health and Safety	Intermediate: Assists in the development of JSAs, SWMS, and other safety procedures for own work area. May coach newer or more junior staff in safety procedures. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal Legislation.
Accountability	Intermediate: Works under general supervision up to limited supervision. Applies discretion in own task sequencing, may develop job specific systems to assist in the completion of allocated tasks. Receives general direction and selective checking of work.
Judgement and Decision Making	Fundamental: Work procedures are generally well established. Decisions made may impact on local work areas and team. Discretion applies within established procedures. Judgement is limited to own work. May make simple recommendations within local work area.

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Time Management	Intermediate: Able to manage own workload and prioritise within usual work patterns.
Customer Service	Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters. The employee will reflect and always demonstrate the Code of Conduct of the organisation, its values and work with the highest level of integrity.
Financial Management	Fundamental: Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities.
Leadership	Fundamental: Extent of leadership is setting a positive example through one's own actions to influence peers and supervisors.
Role Specific Competencies These are the specific competencies required of the role.	
Competency	Required Level
Problem Solving	Fundamental: Able to solve minor problems that relate to immediate tasks. Solve problems in accordance with managerial directives, policies of Council and legislative requirements.
Policy or Legislative Interpretation	Fundamental: Apply procedures or work processes to own work.
Conflict Resolution	Intermediate: Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation.
Communications Skills	Fundamental: Can read and write English to an acceptable level for the workplace. Can follow written and verbal directions, safety instructions and other workplace specific terminology. Major portions of the work may be verbal rather than written. Considerate when dealing with others

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Equipment Operation	Intermediate: Uses handheld powered and non powered equipment. May sue some ride on (non-specialised) machinery.
Administration Skills	Intermediate: Able to use software to complete more complex administration tasks.

Licenses, Registrations, Memberships or Qualifications Required of Role

- Minimum C Class Driver's Licence; and
- White Card.

Experience, Skills, Knowledge Required of Role

- Experience in providing high-level customer service and processing customer transactions;
- Experience in office administration and proficient in Microsoft Office Suite;
- Ability to work with minimum supervision;
- Ability to operate or learn the Shire's weighbridge and billing software packages;
- Prepared to gain additional licenses and skills to assist in the training and support of site staff;
- Desirable – Experience working at a waste facility; and
- Desirable – Knowledge of waste management, billing and weighbridge systems.

Confirmation



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I have received, read, and familiarised myself with this position description:

Name _____

Signed _____

Date _____

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.