

POSITION DESCRIPTION

TITLE:	Weighbridge Officer	Position Number	4121
Classification:	Level 2		
Hub:	Innovation	Program Area:	Environment and Waste Services
Reports to:	Weighbridge Supervisor		
Direct Reports:	Nil		

OUR VISION and MISSION

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

OUR STRATEGIC DIRECTIONS

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

ORGANISATION OPERATING MODEL

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.

POSITION OBJECTIVE:

To ensure the City of Darwin is a high performing capital city valued by its community, the main objective of this role is to coordinate the daily operation of the weighbridge at the Shoal Bay Waste Management Facility to ensure that all acceptable waste materials entering the Landfill are recorded and accounted for. This position will also provide assistance at the Transfer Station as and when required.

KEY RESULT AREAS:

CORPORATE IDENTITY

- Promote and embody City of Darwin's Vision and Mission
- Promote and embody City of Darwin's staff values, CARES

Customer Service, Accountability, Respect, Excellence and Solidarity

- Act in accordance with and abide by the City of Darwin's Code of Conduct

SERVICE DELIVERY

- In accordance with Council's procedures, undertake the following at the Weighbridge:
 - Monitor vehicular traffic through the weighbridge, domestic and commercial lanes;
 - Ensure traffic uses the appropriate lanes for access;
 - Assess waste loads and decline access for materials not permitted;
 - Determine appropriate location for disposal;
 - Apply appropriate charges and process payments;
 - Direct user to location of disposal and liaise with the Landfill Supervisor as appropriate.
- Operate the Mandalay weighbridge computer system, including ticketing, receipting for commercial users, reporting and Access Tag programming and issuing.
- Collect all fees and charges as determined by Council and ensure that all banking is reconciled and completed as per weighbridge procedure.
- Educate and assist the public in relation to recycling opportunities and provide advice for sorting loads.
- Reporting incidents or issues at the site.
- Maintain the weighbridge and general area of the weighbridge, including the office, in a clean, tidy and hazard free condition.
- Provide customer service and information to the community and customers, both at the weighbridge and over the phone, in a friendly and efficient manner.
- Recording of rainfall data for the Bureau of Meteorology.

TEAM SUPPORT (People and Capability)

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.
- Actively participate and contribute to team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.

WORKPLACE HEALTH AND SAFETY

- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with all City of Darwin Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.

POSITION PREREQUISITES



- Completion of Year 10 and/or an appropriate labour market program or similar work/skills.
- Ability to obtain a National Police Check.
- General Construction Industry – White Card.

APPROVED BY: *Nick Fewster*
Executive Manager Environment & Waste Services

Date: 12/04/24

Employee Acknowledgement

I, _____ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____ Date: _____

