



## LAUTOKA CITY COUNCIL

### ROLE DESCRIPTION

**ROLE TITLE** : **WEIGHBRIDGE ATTENDANT**

### CORPORATE INFORMATION

1. **Position Level:** Established Staff Position (Admin 4)
2. **Number of Vacant Positions:** 1
3. **Remuneration:** A competitive wage depending on qualifications and work experience will be offered to the successful candidate. This is an open contract position subject to annual performance appraisals.
4. **Duty Station:** Vunato Disposal Site
5. **Reporting Responsibilities:**
  - a) **Reports to:** Landfill Supervisor
  - b) **Liaises with:** Head of Services, Team Leader Health, Department Heads and Sub-Heads.
  - c) **Subordinates:** Landfill Staff
  - d) **External Relationships:** Heads of Departments, Waste Contractors, Dump Users, Collection Pillars of Recycling (CPRs), Pacific Recycling Foundation, Social Innovation Fiji (SIF), JICA, Department of Environment (DoE), security contractor, councils cleansing contractors, rate payers etc.

### ROLE PURPOSE

The Weighbridge Attendant will oversee the operation and management of council's weighbridge systems at Vunato Landfill Site.

The successful candidate will be responsible for effective operation of the weighbridge system, including but not limited to weighing trucks, carting wastes to landfill for disposal, entering correct data, maintaining records, issuing invoices and receipts to dump users, handling cash, cashiering and banking reports, ensuring daily banking of income, maintaining a cash float, liaising with security and other stakeholders and supporting Vunato Disposal Site (VDS) operations as required by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

## **KEY RESPONSIBILITIES**

- Operate the computerised weighbridge system at Vunato Landfill and implement the charging systems as approved by Council.
- Enter accurate information into weighbridge system, receive wastes, collect charges and issue receipts and invoices to dump users.
- Maintain inventory control of stocks and supplies.
- Assist the Landfill Supervisor as and when required.
- Ensure compliance with policies and procedures for waste acceptance, assessments and recovery of tipping fees.
- Ensure compliance with dump users safety procedures in waste tipping.
- Prepare timely reports and maintain accurate records.
- Ensure stock keeping of assets at landfill.
- Report incidents and accidents to landfill supervisor and Head of Services.
- Assists in the preparation of written policies and procedures for weighbridge operations, composting and waste disposal.
- Facilitate grass cutting on vacant lots as and when required by Health department.
- Facilitate perifocal mosquito spraying as and when required.
- Take measures to prevent and also extinguish fires at landfill site.
- Ensure landfill complies with OHS and environmental policies and standards.
- Facilitate 3R Promotional work as and when required like compost bin delivery and setup, awareness programs, market waste composting, delivery of compost to IYC park, collect recyclables etc.
- Facilitate dog trapping as required by Health department including management of dog pound.
- Prepares reports including recommendations as required on issues relating to landfill operations.
- Ensure council's equipment, material, and the work site are maintained, kept clean, and stored in a safe manner.
- Liaise with Supervisors for directions of daily work to be carried out in orderly manner and to council's satisfaction.
- Work closely with partners like CPRs, PRF, JICA, SIF, DoE etc.
- Report any incident to the Supervisors or their representatives that may not be consistent with council's work ethics and values.
- Arrange vehicle/staff for collection of refuse and litter from municipality of Lautoka as and when required by Health Department.
- Ensure timely submission of time sheets.
- Carry out all works relevant to the scope of services rendered by the department, as assigned by Landfill Supervisor, Head of Services or Chief Executive Officer as and when required.

## **KEY PERFORMANCE INDICATORS**

Performance will be gauged through the following indicators:

1. Fulfilling the targets assigned by Supervisors.
2. Meeting customer demands within the assigned scope of work.
3. Implementation of 3R promotional activities in liaison with the Health Department.
4. Effective landfill and weighbridge operations.
5. Timely submission of reports.

## **PERSON SPECIFICATION**

Works activities are well defined and become routine after some experience. The role requires initiative, planning ability and innovative thinking.

**Essential Qualification:** Form 6 Pass with numeracy skills and computing knowledge though a tertiary qualification of basic computing is desirable, experience in waste management, Licensed public weighmen would be desirable.

In addition to *an appropriate qualification* the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. Experience in weighbridge, landfill, or administrative operations is an advantage.
2. Reliable, honest, able to work independently in a landfill environment.
3. Basic computer skills; with a valid driver's license considered an advantage.
4. Basic knowledge of solid waste management.
5. Strong interpersonal, communication, conflict resolution, leadership and team building skills
6. Mature and physically fit.
7. Provide leadership, guidance and support the works assigned.
8. Excellent customer service and time management skills with the ability to prioritise workloads
9. Demonstrated communication skills to a range of audiences including negotiation, dispute resolution and problem-solving skills.
10. Ability to work independently with limited supervision and promote a team environment with relevant stakeholders.
11. Ability to make independent decisions, having regard to policy guidelines and organisation practice.
12. Have sound knowledge of relevant policies/procedures of council, governing laws and landfill operations.

### **Skills and Abilities**

1. Ability to read, understand, follow, and enforce safety procedures.
2. High professional ethics and integrity.

3. Ability to work under pressure and deliver within timeframe.
4. Punctual to work.
5. Basic computing skills.

### **Personal Character**

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.