



## **Purpose of the Role**

- To work in accordance with the Mission, Vision, goals and directives of CILT and to be part of the CILT team
- To ensure the efficient operation of the Refuse Transfer Station and The Goldmine located at Coromandel Town,
- in accordance with the requirements of the CILT contract with Smart Environmental Ltd (SEL)
- To ensure the efficient operation of the High Value Metal (HVM) Recovery located at the Coromandel Refuse Transfer Station
- To promote the Community Reuse Centre and encourage the waste minimization objectives of the facility
- To work within budget and increase the revenue generated by the facility
- To encourage new social enterprise activities and ideas for the Trust
- To assist with the flow of materials which are able to be recovered or reused to The Goldmine.
- To maintain administration systems to support the service in accordance with the requirements of the SEL Contract
- To minimise the volume of waste sent to landfill by promoting recovery and reuse of wasted resources wherever possible
- To fulfil all the Health & Safety and other obligations set out in the Operations Manual prepared for the facility

**Location:** Coromandel Refuse Transfer Station (RTS) in Hauraki Road, Coromandel.

## **KEY RELATIONSHIPS**

1. Coromandel RTS Site Operator
2. The Goldmine Co-ordinator
3. Health & Safety Officer
4. CILT Operations Co-ordinator
5. CILT Executive Trustee & Financial Controller
6. CILT management and other staff members
7. SEL management and other staff members, including truck drivers and administrative staff
8. Council Staff, including the solid waste manager and other staff members
9. Community members and other users of the site e.g. commercial operators
10. Other key stakeholders

## RESPONSIBILITIES

1. Operation of the Refuse Transfer Station and other duties as required.
2. Adherence to all aspects of the CILT & SEL policies and procedures, including health & safety, applicable to the role.
3. To meet the terms of both the Job Description & the Employment Agreement (including CILT Code of Ethics).
4. To develop and implement procedures for the sorting and the recovery of High Value Metal.
5. To carry out all tasks (which may change over time) in a professional & timely manner
6. To liaise effectively and co-operatively with CILT, SEL & TCDC management & staff, RTS customers and other stakeholders
7. To provide appropriate guidance and support to CILT staff & volunteers when on site.
8. To work to support all CILT projects & programmes.
9. To ensure the procedures of testing and tagging of electrical goods are compliant with AS/NZS 3760 safety standards
10. To collect and accurately account for the funds collected from the Test and Tag service
11. Keep detailed records of items that have been tested and tagged
12. Create a register and reports for items that have been tagged and tested

## KEY TASKS as at September 2019

Responsibilities	Key Tasks	Performance Indicators
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>- 100% positive dealings with customers.</li> <li>- Receipt of items from the public, commercial sector and other RTS's</li> <li>- Implement and follow correct procedures when dealing with visitors to site</li> <li>- CILT &amp; SEL procedures implemented.</li> <li>- Visitors to site signed in and wearing proper PPE at all times.</li> </ul>	<p>Consistent, professional customer service to both members of the public and Council representatives.</p> <p>Zero attitude related complaints</p>
<b>Financial</b>		
<ul style="list-style-type: none"> <li>- Fee collection</li> <li>- POS system</li> </ul>	<ul style="list-style-type: none"> <li>- All site income collected accurately</li> <li>- Correct use of computer system, and/ or</li> </ul>	<ul style="list-style-type: none"> <li>- Feedback from CILT finance team</li> <li>- Documentation/processes</li> </ul>

<ul style="list-style-type: none"> <li>- Purchase orders</li> <li>- KPI standards met</li> </ul>	<p>manual transaction books</p> <ul style="list-style-type: none"> <li>- Documentation accurate and timely</li> <li>- Zero income or pricing anomalies</li> <li>- Proper transaction processing procedure is followed at all times.</li> <li>- Zero upheld financial irregularities</li> <li>- Monitor operational costs and ensure proper purchase order process is followed.</li> <li>- Accurate Reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>- Feedback from Council and SEL</li> <li>- Efficient and financially effective system established.</li> <li>- Use of Mystery Shopper, Monitoring equipment, customer feedback, confirm system</li> <li>- Zero invoices received with no purchase order numbers.</li> </ul>
<p><b>Operations</b></p>		
<ul style="list-style-type: none"> <li>- On site management and sorting of waste</li> <li>- Diversion and recovery of recyclable/ reusable items</li> <li>- Waste transportation</li> <li>- Hazardous waste separation</li> <li>- Facilities/ site maintenance</li> <li>- Other tasks as may be required from time to time</li> <li>- Safe operating practices</li> <li>- Emergency preparedness trained</li> <li>- RTS operations are carried out to quality standards and on time.</li> <li>- Plant &amp; machinery maintenance &amp; operations</li> <li>- KPI standards met</li> </ul>	<ul style="list-style-type: none"> <li>- Trained in equipment/ machinery use</li> <li>- Trained in safe practices e.g. manual handling, hazardous waste handling, lock out procedure &amp; civil defence</li> <li>- Accurate segregation of incoming materials</li> <li>- 100% equipment/machinery/ vehicle/ facilities &amp; site maintenance compliance</li> <li>- Accurate records/ reports</li> <li>- Site safety e.g. accurate storage of hazardous waste</li> <li>- No quality or warranty claims 98% of the time.</li> <li>- Records maintained, follow-up actions initiated &amp; monthly records sent to management.</li> <li>- Adherence to daily tasks and procedures required of role</li> <li>- Timesheets completed and signed off correctly</li> </ul>	<p>Public complaints</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Council reports/ audits</li> <li><input type="checkbox"/> Servicing records</li> <li><input type="checkbox"/> Environmental testing</li> <li><input type="checkbox"/> Training matrix reviews</li> <li><input type="checkbox"/> Compliance audits/ reviews</li> <li><input type="checkbox"/> Feedback from Operations</li> </ul> <p>Feedback from CILT &amp; SEL Management, Council &amp; customers.</p> <p>KPI reporting</p> <p>Check sheets reviewed.</p> <p>Zero payroll discrepancies</p> <p>Check sheets reviewed.</p> <p>Records kept and reports filed in respect of any maintenance undertaken, vehicle mileage or repairs</p> <p>All vehicles unloaded efficiently and safely</p>

	<ul style="list-style-type: none"> <li>- Production targets are met within budget &amp; materials stock take carried out at the end of each month</li> <li>- Liaise with SEL to ensure electronic equipment is stored in a dry, safe &amp; secure way.</li> <li>SOP and servicing requirements followed.</li> <li><input type="checkbox"/> Detailed records kept.</li> <li><input type="checkbox"/> Operator remains fully licensed at all times.</li> <li>Facility is clean and safe and no demerits.</li> <li>Cooperate with other members of the CILT &amp; SEL team.</li> <li><input type="checkbox"/> Undertake duties outside of those listed, as required in a positive and helpful manner.</li> </ul>	
<b>Health and Safety</b>		
<ul style="list-style-type: none"> <li>- Safe operating practices</li> <li>- Emergency preparedness trained</li> <li>- Safely operating around moving plant, equipment &amp; vehicle</li> </ul>	<p>Health &amp; Safety inducted</p> <ul style="list-style-type: none"> <li>- Trained in Standard Operating Procedures</li> <li>- First aid certified</li> <li>- Traffic Controller certified</li> <li>- Trained in Emergency Preparedness &amp; fire safety</li> <li>- All near misses, incidents &amp; accidents reported accurately and quickly</li> </ul> <p>CILT &amp; SEL H&amp;S procedures are adhered to.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notify manager of any hazards or risks identified.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Audits</li> <li><input type="checkbox"/> Health &amp; Safety Reports</li> <li><input type="checkbox"/> Council feedback</li> <li><input type="checkbox"/> Training matrix reviews</li> <li><input type="checkbox"/> Compliance audits/ reviews</li> <li><input type="checkbox"/> Vault reviews</li> </ul> <p>First aid kit fully stocked and operational. Staff and volunteers wear / use appropriate safety gear and equipment at all times.</p> <p>All staff/volunteers understand their role and follow the designated rules and procedures.</p> <p>Any accident or incident dealt with in</p>

	<input type="checkbox"/> Proactive approach to health & safety processes. <input type="checkbox"/> All staff meetings are attended. All staff or volunteers inducted by SEL in regards to site rules and health and safety procedures prior to entering the facility or commencing work at the site. Any new hazards identified, reported, recorded and managed in accordance with the site rules / policies and procedures set out in the operations manual or other directives.	accordance with the procedures set out in the relevant operations manual and H & S Plan.
<b>Relationships</b>	Build and maintain excellent relationships with customers, the management & staff of CILT, SEL, TCDC and WRC & DOC. Works as a proactive member of the team.	Good working relationships developed and maintained with all parties.
<b>General</b>	Contributes to revisions of business plan, Operations Manual and H & S Policies and Procedures Training Adhering to SEL & CILT's policies and procedures An accurate workbook detailing tasks done & hours worked is kept Ensure appropriate documentation and records are developed and kept Adhering to deadlines.	Participates in preparation of annual business plan and budgets. Active participation in all training events. A proactive approach to notifying potential areas of concern or the need for improvement of systems or operations and willingly contributes ideas and suggestions. Commitment to the Treaty of Waitangi. Works cooperatively within team

		<b>Staff Training</b>	<b>Register</b>		
<b>Type</b>	<b>Date Complete</b>	<b>Signed</b>	<b>Type</b>	<b>Date Complete</b>	<b>Signed</b>
Basic First Aid			Emergency Training		
Lock out procedure trained			Health & Safety Induction		
Manual handling			On site spill		
Fire Fighting/use of extinguisher			Traffic Controller		
Compactor Training			Customer Service Trained		
Cash Handling Training			Hazardous Waste Training		
Loader Driver Training – W license					