



**Infrastructure Cook Islands  
GOVERNMENT OF THE COOK ISLANDS**

PO Box 102 Rarotonga Cook Islands Phone (682) 20321 www.ici.gov.ck

**POSITION SUMMARY**

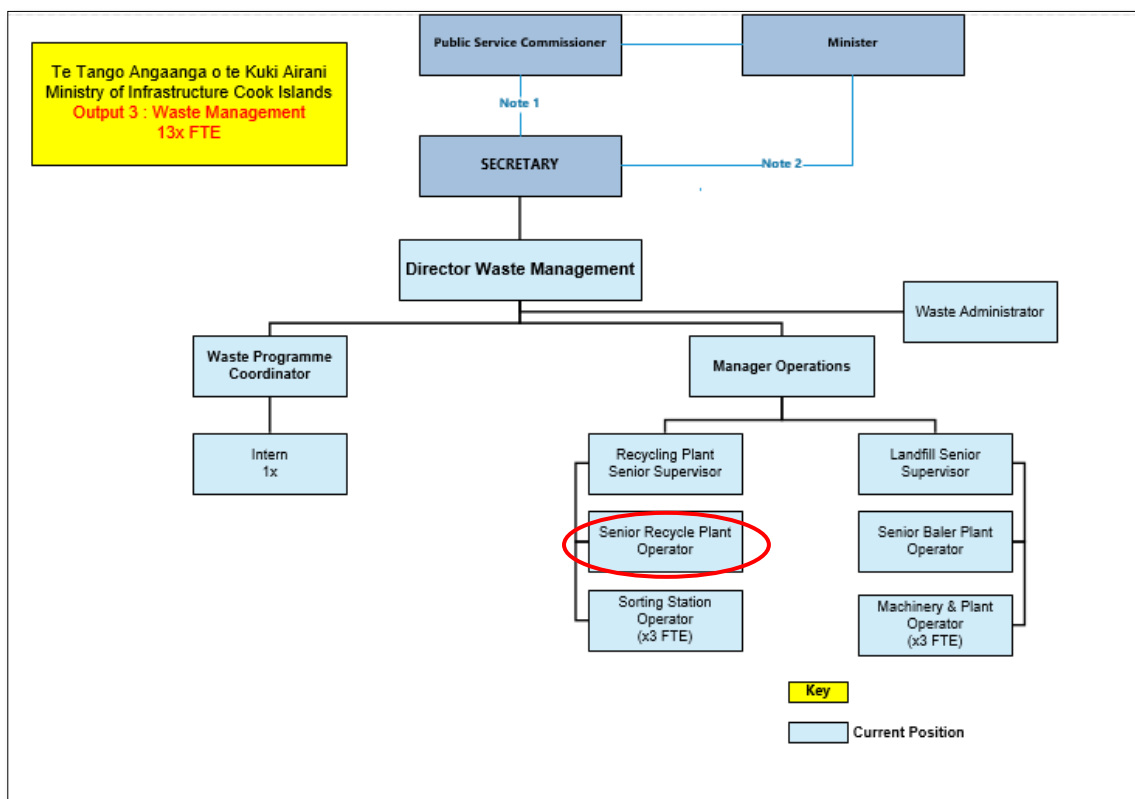
<b>Job Title:</b>	Senior Recycle Plant Operator
<b>Division:</b>	Waste Management
<b>Responsible To:</b>	Recycling Plant Supervisor
<b>Responsible For:</b>	Nil
<b>Job Purpose:</b>	Lead the daily operations and maintenance of the Recycling Plant
<b>Job Classification:</b>	Service Delivery
<b>Job Band:</b>	E
<b>Date updated:</b>	September 2019

**AGENCY VISION**

The Ministry strives to enrich our communities through quality infrastructure development. To achieve this ICI's goals are to:

- Ensure that we deliver on our core public services.
- Deliver well planned, quality infrastructure.
- Effectively management waste.
- Deliver optimal outcomes for the Cook Islands through our people, network, systems and services.

**ORGANISATIONAL STAFFING STRUCTURE**



## KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p><b>KRA 1: Supervise and monitor the operation of the Recycling Plant</b></p> <ul style="list-style-type: none"> <li>• Assist the Recycling Plant Supervisor with the operators of recycling plant and ensure they are trained</li> <li>• Maintain safety standards for operators of the recycling plant</li> <li>• Supervise the baling of recyclables</li> <li>• Supervise the recording of refuse and recyclables</li> </ul>	<ul style="list-style-type: none"> <li>• Operators of the Recycling Plant are trained</li> <li>• Operators have relevant safety gear at all times</li> <li>• Safe and healthy working conditions are maintained</li> <li>• Baling of recyclables are carried out on a daily basis</li> <li>• Recording of bales of recyclables on a daily basis</li> <li>• Disruption to the daily operating of the Recycling Plant is minimised</li> </ul>
<p><b>KRA 2: Maintenance to Recycling plant</b></p> <ul style="list-style-type: none"> <li>• Complete routine inspections which include pre-start checklists on recycling plant</li> <li>• Ensure the recycling plant is maintained and operating</li> </ul>	<ul style="list-style-type: none"> <li>• Recycling Plant is in excellent and safe working condition at all times</li> <li>• Effective and regular checks on Recycling Plant to ensure safe usage/operation.</li> <li>• Effective and timely maintenance to the Recycling Plant conducted when required.</li> </ul>
<p><b>KRA 3: Monitoring of Recyclable Contractors</b></p> <ul style="list-style-type: none"> <li>• Assist with improvements for domestic collections</li> <li>• Register issues and report to RWF Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Register of issues is current</li> <li>• RWF Manager is notified of issues in a timely manner</li> </ul>
<p><b>KRA 4: Daily operations of the RWF</b></p> <ul style="list-style-type: none"> <li>• Assist with the recording of health issues and hazards in register</li> <li>• Assist with the maintenance of machinery and plant equipment</li> <li>• Assist with the sorting of rubbish and recyclables</li> <li>• Assist with the training of staff to operate equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Safe and well equipped site office, staff amenities and working environment</li> <li>• Health hazards and issues are minimised</li> <li>• All rubbish and recyclables are received and sorted in their appropriate established areas</li> <li>• Machinery and equipment are well serviced and in good working condition</li> <li>• Staff are well trained and qualified to operate equipment</li> </ul>
<p><b>KRA 5: Self-Management and Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Demonstrate self-management and continuous improvement in work performance and personal development</li> <li>• Identify and manage critical issues and risks and ensure they are effectively addressed</li> </ul>	<ul style="list-style-type: none"> <li>• Personal development and continuous improvement in work performance is evident</li> <li>• Critical issues and risks are identified and managed</li> </ul>

## WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):

1	Preventing health hazards to RWF staff in view of the nature and working conditions at the facility
2	Staff consistently dressed in health and safety gear
3	Sorting through rubbish

## AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. (Explain the authority if any)

<b>Financial</b>	No
<b>Staff</b>	No
<b>Contractual</b>	No

## FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. (List the external and internal types of functional relationships)

Internal	Nature of Contact	External	Nature of Contact
Operations Manager	<b>Heavy</b> Supplying data and reporting issues		
Other RWF staff members	<b>Heavy</b> Daily tasks		
Director and other Waste Management staff	<b>Medium</b> Attend meetings as requested		

## QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

<b>Essential:</b> (least qualification to be competent)	<b>Desirable:</b> (other qualifications for job)
National Certificate Level 5 in relevant field	As per essential

## EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

<b>Essential:</b> (least number of years to be competent)	<b>Desirable:</b> (target number of years you are looking for)
4-5 years technical experience	As per essential

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
<b>Expert</b>	<ul style="list-style-type: none"> <li>• Heavy Plant Operations experience</li> <li>• Health and Occupational Safety understanding</li> <li>• First Aid advance and current certification</li> <li>• Operator's supervision and ability to train new operators</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Able to think on one's feet and has a sound sense of judgement</li> <li>• Identifies opportunities for innovation and improvement</li> <li>• Proven ability in collating factual information and producing</li> </ul>

	reports <ul style="list-style-type: none"> <li>• Proven reliability and accountability</li> <li>• Ability to work both independently and cooperatively</li> <li>• Sound judgement, integrity and an ability to handle confidential and sensitive information</li> <li>• High levels of initiative and creativity</li> <li>• High level of accuracy</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• Computer Literate</li> <li>• Ability to communicate effectively through oral and written</li> <li>• Work programming and ability to prioritise work to suit weather conditions, and ensuring sufficient resources and man power to carry out the task at hand in all situations</li> </ul>

**CHANGE TO JOB DESCRIPTION**

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

**Approved:**

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HoM/Manager

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date