

# Infrastructure Cook Islands GOVERNMENT OF THE COOK ISLANDS

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

### **POSITION SUMMARY**

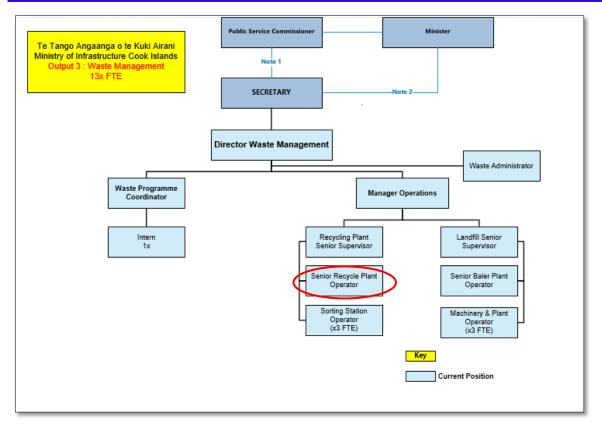
Job Title:	Senior Recycle Plant Operator
Division:	Waste Management
Responsible To:	Recycling Plant Supervisor
Responsible For:	Nil
Job Purpose:	Lead the daily operations and maintenance of the Recycling
	Plant
Job Classification:	Service Delivery
Job Band:	E
Date updated:	September 2019

#### **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) KRA 1: Supervise and monitor the operation of the Recycling Plant Operators of the Recycling Plant are • Assist the Recycling Plant Supervisor with trained the operators of recycling plant and ensure Operators have relevant safety gear they are trained at all times Maintain safety standards for operators of the Safe and healthy working conditions recycling plant are maintained Supervise the baling of recyclables Baling of recyclables are carried out Supervise the recording of refuse and on a daily basis recvclables Recording of bales of recyclables on a daily basis Disruption to the daily operating of the Recycling Plant is minimised **KRA 2: Maintenance to Recycling plant** Complete routine inspections which include Recycling Plant is in excellent and pre-start checklists on recycling plant safe working condition at all times Ensure the recycling plant is maintained and Effective and regular checks on operating Recycling Plant to ensure safe usage/operation. Effective and timely maintenance to the Recycling Plant conducted when required. **KRA 3: Monitoring of Recyclable Contractors** Register of issues is current Assist with improvements for domestic RWF Manager is notified of issues in collections a timely manner Register issues and report to RWF Manager **KRA 4: Daily operations of the RWF** Safe and well equipped site office, Assist with the recording of health issues and working staff amenities and hazards in register environment Assist with the maintenance of machinery Health hazards and issues are and plant equipment minimised Assist with the sorting of rubbish and All rubbish and recyclables are recyclables received and sorted their in Assist with the training of staff to operate appropriate established areas equipment Machinery and equipment are well serviced and in good working condition Staff are well trained and qualified to operate equipment KRA 5: Self-Management and Continuous **Improvement** Personal Demonstrate self-management and development and continuous improvement work continuous improvement in work performance is evident performance and personal development Identify and manage critical issues and risks Critical issues and risks are identified and managed and ensure they are effectively addressed

#### **WORK COMPLEXITY**

Indicate most challenging problem solving duties typically undertaken (3-4 examples):
 Preventing health hazards to RWF staff in view of the nature and working conditions at the facility
 Staff consistently dressed in health and safety gear
 Sorting through rubbish

#### AUTHORITY

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

Financial	No
Staff	No
Contractual	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	Heavy Supplying data and reporting issues		
Other RWF staff members Director and other Waste	Heavy Daily tasks Medium Attend meetings as requested		
Management staff			

#### 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.

Essential: (least qualification to be competent)	Desirable: (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.

Essential: (least number of years to be competent)	Desirable: (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	
Expert	Heavy Plant Operations experience
	Health and Occupational Safety understanding
	First Aid advance and current certification
	Operator's supervision and ability to train new operators
Advanced	<ul> <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     Proven reliability and accountability     Ability to work both independently and cooperatively     Sound judgement, integrity and an ability to handle confidential and sensitive information     High levels of initiative and creativity     High level of accuracy
Working	<ul> <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:	
HoM/Manager	 Date
Employee	Date