



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

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

POSITION SUMMARY

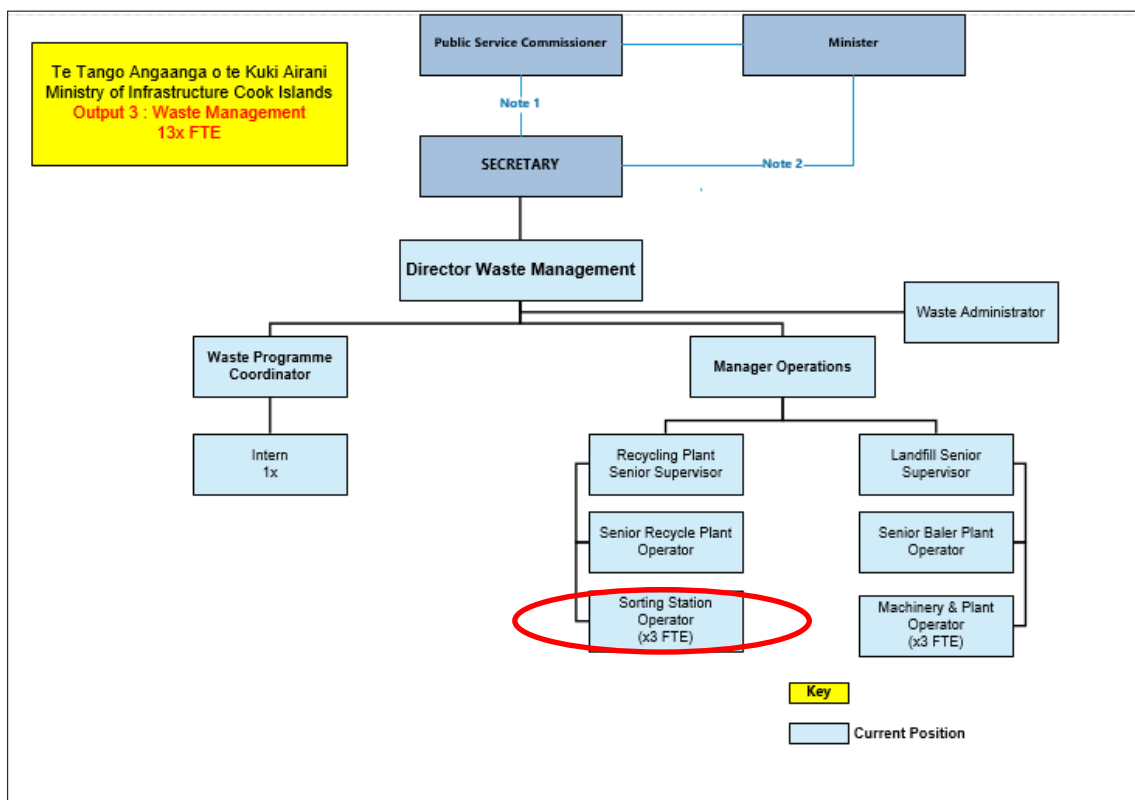
Job Title:	Sorting Station Operator – 3x FTE
Division:	Waste Management
Responsible To:	Recycling Plant Supervisor
Responsible For:	Nil
Job Purpose:	Responsible for sorting and separating all recycle products from refuse and maintenance to the RWF grounds and surroundings
Job Classification:	Service Delivery
Job Band:	B
Date updated:	August 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: Sorting Recyclables & Refuse <ul style="list-style-type: none"> Sort recyclables and refuse Stack balers of refuse and recyclables Bale the recyclables Maintain the refuse and recyclables area Record the bales of recyclables and refuse Ensure safety gear is worn Ensure safety gear is used 	<ul style="list-style-type: none"> Recyclables and refuse are sorted Bales of refuse and recyclables are stacked Recyclables and refuse are recorded on a daily basis Safety gear is used and worn at all times Health & Safety issues are reported Clean and tidy refuse and recyclable areas
KRA 2: Maintenance to the RWF grounds <ul style="list-style-type: none"> Clean and maintain the Waste Facility on a daily basis Use grass cutters to maintain the grounds at the Waste Facility 	<ul style="list-style-type: none"> Waste Facility is clean and tidy at all times Health issues are minimised Grass cutters are operated safely
KRA 3: Heavy Plant machinery operation <ul style="list-style-type: none"> Operate Heavy plant machinery when requested Complete routine inspections which include pre-start checklists Ensure machinery is operated with site instructions – speed limits are observed 	<ul style="list-style-type: none"> Machinery is operated when requested Minimal accidents when operating of machinery Machinery is operated in a safe manner

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Working daily in a dusty, fly infested and odour environment
2	Sorting through refuse and recycling products
3	Operating heavy plant and machinery

AUTHORITY

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

Financial	None
Staff	None
Contractual	None

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
RWF Manager	Heavy Daily work schedule and reporting issues		
Secretary of ICI	Light Attends ICI staff meetings as required		

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)
NCEA Level 1	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)
1 year experience	As per essential

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Working	<ul style="list-style-type: none">• Computer Literate• Ability to communicate effectively• Able to operate heavy plant and machinery
Awareness	<ul style="list-style-type: none">• Health and safety understanding• 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

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:
