



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

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

**POSITION SUMMARY**

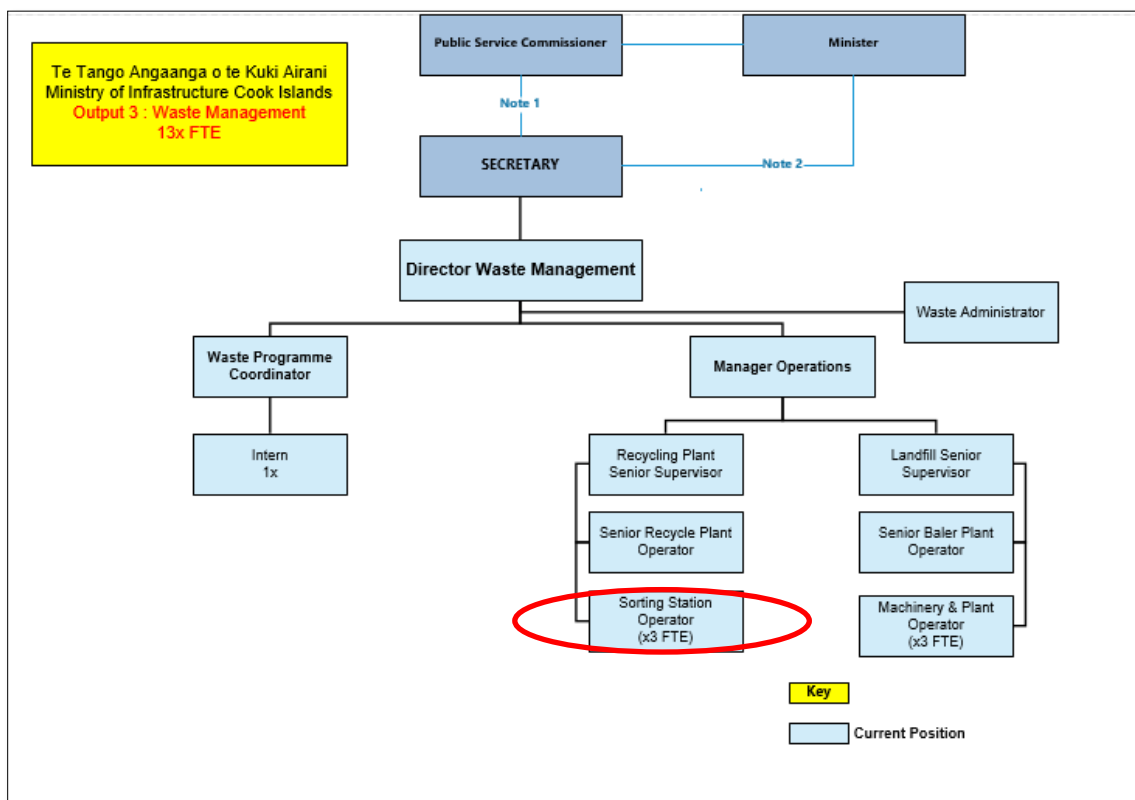
<b>Job Title:</b>	Sorting Station Operator – 3x FTE
<b>Division:</b>	Waste Management
<b>Responsible To:</b>	Recycling Plant Supervisor
<b>Responsible For:</b>	Nil
<b>Job Purpose:</b>	Responsible for sorting and separating all recycle products from refuse and maintenance to the RWF grounds and surroundings
<b>Job Classification:</b>	Service Delivery
<b>Job Band:</b>	B
<b>Date updated:</b>	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)
<b>KRA 1: Sorting Recyclables &amp; Refuse</b> <ul style="list-style-type: none"> <li>Sort recyclables and refuse</li> <li>Stack balers of refuse and recyclables</li> <li>Bale the recyclables</li> <li>Maintain the refuse and recyclables area</li> <li>Record the bales of recyclables and refuse</li> <li>Ensure safety gear is worn</li> <li>Ensure safety gear is used</li> </ul>	<ul style="list-style-type: none"> <li>Recyclables and refuse are sorted</li> <li>Bales of refuse and recyclables are stacked</li> <li>Recyclables and refuse are recorded on a daily basis</li> <li>Safety gear is used and worn at all times</li> <li>Health &amp; Safety issues are reported</li> <li>Clean and tidy refuse and recyclable areas</li> </ul>
<b>KRA 2: Maintenance to the RWF grounds</b> <ul style="list-style-type: none"> <li>Clean and maintain the Waste Facility on a daily basis</li> <li>Use grass cutters to maintain the grounds at the Waste Facility</li> </ul>	<ul style="list-style-type: none"> <li>Waste Facility is clean and tidy at all times</li> <li>Health issues are minimised</li> <li>Grass cutters are operated safely</li> </ul>
<b>KRA 3: Heavy Plant machinery operation</b> <ul style="list-style-type: none"> <li>Operate Heavy plant machinery when requested</li> <li>Complete routine inspections which include pre-start checklists</li> <li>Ensure machinery is operated with site instructions – speed limits are observed</li> </ul>	<ul style="list-style-type: none"> <li>Machinery is operated when requested</li> <li>Minimal accidents when operating of machinery</li> <li>Machinery is operated in a safe manner</li> </ul>

## WORK COMPLEXITY

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

<b>Financial</b>	None
<b>Staff</b>	None
<b>Contractual</b>	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	<b>Heavy</b> Daily work schedule and reporting issues		
Secretary of ICI	<b>Light</b> 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.

<b>Essential:</b> (least qualification to be competent)	<b>Desirable:</b> (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.

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

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

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