



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

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

**POSITION SUMMARY**

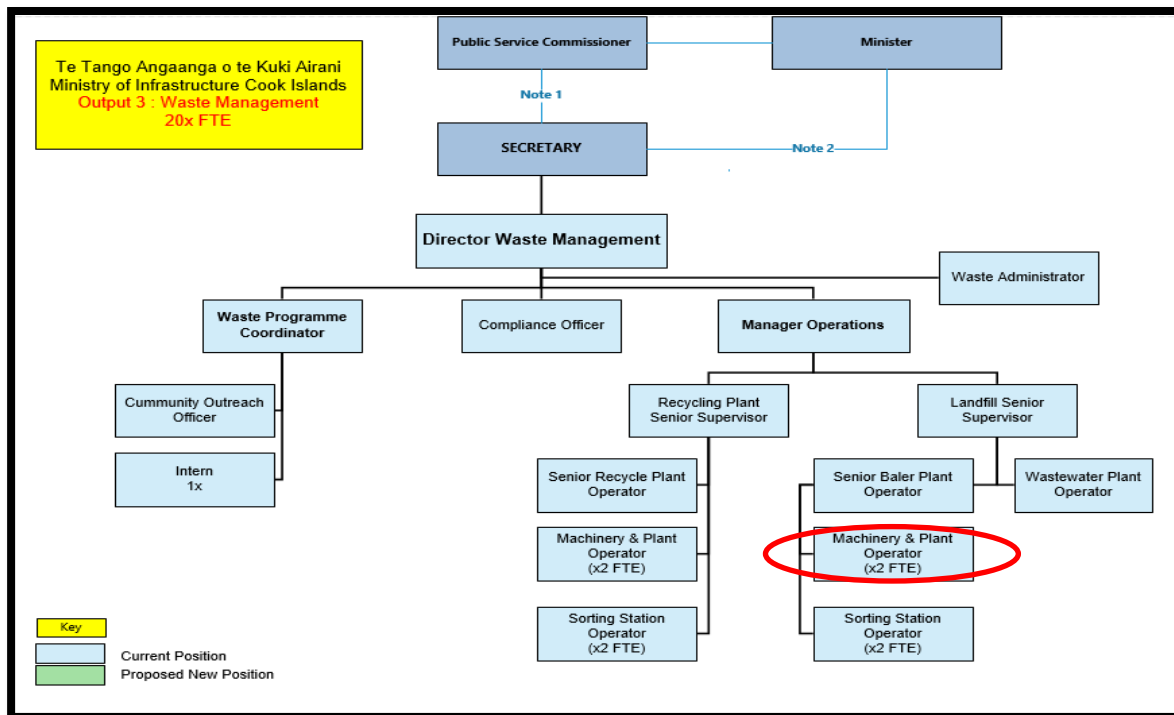
<b>Job Title:</b>	Machinery & Plant Operator – 3 FTE
<b>Division:</b>	Waste Management
<b>Responsible To:</b>	Landfill Supervisor
<b>Responsible For:</b>	Nil
<b>Job Purpose:</b>	Operates RWF machinery, plant and equipment and assist with the day to day operation of the RWF
<b>Job Classification:</b>	Service Delivery
<b>Job Band:</b>	D
<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)
<b>KRA 1: Monitoring of Machinery, Plant and Equipment</b> <ul style="list-style-type: none"> <li>Perform minor maintenance such as greasing and oiling of heavy machinery</li> <li>Report complaints received regarding collection contractors</li> </ul>	<ul style="list-style-type: none"> <li>Mechanical failures to machinery, plant and equipment is minimised</li> <li>Issues or concerns regarding machinery, plant and equipment are reported in a timely manner</li> <li>Complaints are monitored and reported in a timely manner</li> </ul>
<b>KRA 2: 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> <li>Stack balers of refuse and recyclables</li> <li>Maintain the refuse and recyclables area</li> </ul>	<ul style="list-style-type: none"> <li>Machinery is operated in a safe manner</li> <li>Bales of refuse and recyclables are stacked</li> <li>Clean and tidy refuse and recyclable areas</li> <li>Minimal accidents when operating of machinery</li> </ul>
<b>KRA 3: Maintenance and Repairs to machinery, plant and equipment</b> <ul style="list-style-type: none"> <li>Service machinery, plant and equipment when required</li> <li>Ensure the heavy machinery is maintained and operating</li> </ul>	<ul style="list-style-type: none"> <li>Machinery, plants and equipment is serviced and in good working conditions</li> </ul>
<b>KRA 4: Recording of refuse and recyclables volumes and bales</b> <ul style="list-style-type: none"> <li>Record volumes of refuse and recyclables</li> <li>Record number of bales refuse and recyclables</li> </ul>	<ul style="list-style-type: none"> <li>Volumes of recyclables and refuse are recorded on a daily basis</li> <li>Number of baled refuse and recyclables are recorded on a daily basis</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	Operating heavy machinery
2	Sorting and transporting refuse and 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
RWF Manager, Director	<b>Heavy</b> Supplying data and reporting issues		
Secretary	<b>Light</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 Trade Training Certificate Level 4 in Heavy Plant operations	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)
3-4 years' operating heavy machinery	As per essential

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

<b>Level of ability required for the job</b>	
<b>Expert</b>	<ul style="list-style-type: none"> <li>• Heavy Plant Operations experience</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <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>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:**

\_\_\_\_\_

HoM/Manager

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date