



## **ROLE DESCRIPTION: TEMPORARY WEIGHBRIDGE CLERK**

**MISSION STATEMENT** : Leading a change to a globally competitive market

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**REPORTING TO:** Head Weighbridge Clerk

### **PURPOSE OF THE JOB:**

This position carries out duties of efficient weighing of lorry and rail cane and input accurate data into the Cane Accounting System.

It also controls the movement of all rail traffic to ensure steady and smooth supply of rail cane to the mill at all times

**DIRECT REPORTS:** Not Applicable

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## **DUTIES AND RESPONSIBILITIES**

### **LEADERSHIP:**

- Understand and take ownership of FSC's Vision and Mission and Values and ensure all work performed is aligned to it.
- Responsible and ensure company assets and properties are protected at all times and immediately report any damage or abuse to Management.
- Immediately report any issues that may require corrective actions and require disciplinary action to Head Weighbridge Clerk and Cane Logistics Manager.
- Provide efficient and quality communication services to internal and external customers at all times.

### **FINANCE:**

- Be cost conscious and comply to cost effective strategies at all times as directed by Supervisors
- Ensure all work and materials suggested to be ordered by Supervisor are of required quality and cost effective to minimize wastage of materials at all times.

### **OPERATION**

- Ensure all FSC policies and procedures are followed at all times.

- Effectively control the movement of all rail traffic to ensure steady and smooth supply of rail cane to the mill at all time.
- Maintain 100% accuracy in weighing.
- Effectively manage and direct the movement of locomotive and other rail traffic
- Ensure that all cane picked by loco crew is properly accounted for and safely brought to the mill
- Prepare loco running orders on timely basis and ensure loco schedule is met
- Ensure obstructions to rail movements is efficiently addressed i.e. reloading is as prompt as possible.
- Accurately and timely enter all relevant details from the ticket into the computerised weighing system.
- Accurately operate the weighing system to capture gross and tare weights according to manufacturer's Instructions and workplace procedures.
- Accurately Report results of the operations and testing of the weighbridge in accordance with manufacturer's instructions and workplace procedures
- Effectively liaise with Traffic Assistants, Shift Engineers and loco crew to ensure steady crush.
- Accurately and efficiently print weights onto the weight slips.
- Accurately prepare crushing slips and lorry delivery reports on a timely basis for management use
- Correctly weigh other commodities as directed when required
- Carry out efficient shift changeover including securing equipment and recording arrangements according to workplace procedure.
- Consistently maintain supply of cane to the carrier to ensure smooth and continuous operation.
- Attend training courses, workshops and in- house training to upgrade skills and knowledge.
- Maintain high housekeeping standards and practices in all area of work
- Ensure to take full care of corporation equipments and machines at all times
- Perform other duties assigned by the Head Weighbridge Clerk.
- Ensure to carryout and safely refill motor vehicles, loaders, locomotives, simplexes, forklift, etc in accordance with standard operating procedures and workplace requirements.
- Properly record and report all activities at the Bowser on a timely basis
- Check and ensure that dry fine sand is available at all times to be used in locomotives
- Restrict entry into the bowser to unauthorized personnel
- Ensure proper shift handover according to workplace procedures
- Maintain high housekeeping standard and ensure to keep the bowzer area clean from oil and lube spillages
- Attend training courses, workshops and in- house training to upgrade skills and knowledge.
- Ensure to take full care of corporation equipments and machines at all times
- Be safety conscious and alert at all times.

#### **COMPLIANCE:**

- Primary responsible and accountable for his own safety while at work
- Ensure he do not knowingly put their fellow workers at risk while at work
- Ensure compliance to operation procedures and safe work procedures.

- Ensure compliance Health and Safety and Environment legislative requirements
- Ensure compliance to responsibilities under OHS Management System manual
- Ensure compliance to all the Corporation's policies and procedures such as Time and Attendance, HR, Training, PPM etc
- Comply with all Health and Safety requirements
- Ensure that all necessary PPE Equipments are worn at all times in the Weighbridge office and on all corporation worksites
- Ensure all work accidents and injuries are reported to the Supervisor immediately.
- Ensure adherence to Corporation's Values, Code of Conduct and Code of Business Conduct at all times.

### **3.0 JOB DIMENSIONS**

No. Of Staff Controlled: - N/A

Budget Controlled- N/A

Financial Authority- No Authority

### **4.0 KEY REQUIREMENTS OF THE POSITION**

#### **Qualification:**

- Fiji Seventh form examination with good pass in English and Maths.
- Having a diploma in any of the aforementioned connected subjects—computer, math, and English—would be beneficial.

**Experience: N/A**

#### **Skills, Knowledge and Competencies:**

- Must be a team player and able to work on shifts with minimum supervision.
- Must be honest and reliable, Computer literate
- Ability to relate to people from a range of social, cultural and ethnic backgrounds and mental and physical abilities.
- Possess a Public Weigh man's license
- Able to relate to and supervise people from diverse races, cultures and ethnic backgrounds and mental and physical abilities
- Ability to accurately weigh and record weights
- Knowledge of weighbridge system
- Knowledge of Master Award regulations
- Know purpose and procedures for testing accuracy of weighbridge using test weights
- Knowledge of reporting and recording systems
- Knowledge of procedures for responding to emergency situations

Job Description – The Fiji Sugar Corporation Limited

- Knowledge of safe working procedures including awareness of health and safety hazards related to weighbridge operations

## 5.0 KEY PERFORMANCE INDICATORS

KEY PERFORMANCE INDICATOR	Target	Overall KPI Weighting
1. Accurate and efficient weighing of cane/commodities and data input	100%	60%
2. OHSE Compliance	100%	30%
3. Budget Compliance	100%	10%

## 6.0 DOCUMENT APPROVAL

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**(Insert Employee Name and No.)**

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**Signature**

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**Name of Mill HRO**

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**Signature**

**Date:.....**