

ROLE DESCRIPTION

Landfill Operator – Term Contract

Directorate	Planning & Sustainable Communities
Unit	Waste & Resource Recovery
Reporting to	Assistant Overseer Waste Management
Position Number	100511
Band	1/3
Grade	5
Date of Review	June 25

Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber, Large Employer of the Year by Training NSW, Best Tap Water in Australia and much more!

Our Values and Behaviours



Primary purpose of the role

The primary purpose of the role is to provide a high level of service, support and maintenance in the operation of Council's waste and resource recovery facilities.

Key Accountabilities

- Operate and maintain plant to complete routine waste management tasks, under limited direction, and in compliance with Environment Protection Authority (EPA) standards
- Screen and sort incoming waste accurately to minimise quantities directed to the landfill and ensure that all materials are deposited in site specific locations including recyclable/reusable or specific waste deposits – inert waste, putrescible waste, asbestos, etc
- Take appropriate remedial action if necessary, to ensure compliance with EPA requirements and licence conditions for the landfill
- Provide efficient and effective administrative support including maintaining accurate records of all incoming waste and outgoing recyclable and reusable material, receipt of monies and daily balancing using current gatehouse software
- Report to senior staff any infringements related to Council's policies for landfill and transfer station operations

Key Challenges

- Ensure works and customers comply with quality systems including standard of works, safety requirements and environmental protection issues
- Juggling the competing priorities on a daily basis while keeping work sites safe and compliant
- Understanding waste requirements to provide accurate advice to customers

Qualification Requirements

Essential

- Construction Induction Certificate (WHS White Card)
- Nationally accredited certificate of competency for LE – Excavator
- Nationally accredited certificate or competency for Self-Propelled Compactor
- Class C Driver Licence

Desirable

- Current First Aid Certificate
- SafeWork High Risk Licence for LF – Forklift
- Class HR Driver Licence
- Nationally accredited certificate of competency for LL – Front End Loader
- Approved certificate for Chemical User Applications

Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

Key Relationships

Who	Why
Internal	
Assistant Overseer Waste Management	✓ Receive advice and report progress towards business objectives and discuss future direction ✓ Report safety issues and observations
Waste and Resource Recovery Team	✓ Contribute to team discussions and knowledge share across the team
External	
Customers	✓ Communicate needs, provide advice and resolve issues

Role Dimensions

Decision Making

- Problems are solved by applying standards, established practices and procedures, or operating instructions.
- Contribute to improvement practices
- Regular planning is required to ensure activities and resources are coordinated for day-to-day work.

Direct Reports

None

Financial Delegation

None

Leaseback Motor Vehicle

None

Technology

None

Emergency Warden Responsibilities

This role has responsibility for individual workplaces or area of a workplace in the event of an emergency. Response to emergencies must be conducted in accordance with Council

policies and procedures, site specific Emergency Management Plans and in accordance with the training provided.

Immunisation Requirements

Activities of this position could involve exposure to Hepatitis A and B or Q Fever. Vaccination against these hazards or proof of immunity is required.

On-Call

None

Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Foundational	• Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly • Takes care of own and others' safety and wellbeing by following safe work practices • Identifies and speaks up about risks in the workplace
Relationships Communicate and Engage	Intermediate	• Focuses on key points and communicates in 'Plain English' • Clearly explains and presents ideas and technical information • Monitors own and others' non-verbal cues and adapts where necessary • Listens to others when they are speaking and asks appropriate, respectful questions • Shows sensitivity in adapting communication content and style for diverse audiences
Results Deliver Results	Foundational	• Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard
Resources Assets and Tools	Foundational	• Uses a variety of work tools and resources to enhance work products and expand own skill set • Ensures others understand their obligations to use and maintain work tools and equipment appropriately • Contributes to the allocation of work tools and resources to optimise team outcomes

Acknowledgement

Landfill Operator

Employee Name: _____ Date: ____/____/____

Signature: _____

Manager Sustainable Communities & Resource Recovery

Employee Name: _____ Date: ____/____/____

Signature: _____