

POSITION DESCRIPTION

Position Title:	Landfill Officer
Reporting to:	Team Leader
Status:	Permanent, Full Time
Salary:	Level 5
Award Conditions:	Local Government Industry Award 2020
Location:	Various

POSITION STATEMENT

The Landfill Officer is responsible for maintaining and operating the landfill site (Jabiru/Gunbalanya/Maningrida respectively) to ensure compliance with the West Arnhem Regional Council's Waste Management Strategy.

ACCOUNTABILITIES & RESPONSIBILITIES

Strategic Team Management	<ul style="list-style-type: none"> Provide advice and support to the Team Leader and Senior Works Officer to ensure that the Council's landfill function complies with the Environment Protection Authority Standards and associated legislation, regulations and standards.
Primary Tasks	<ul style="list-style-type: none"> Manage and maintain the landfill facility according to Council and legislated requirements, ensuring: <ul style="list-style-type: none"> the site is kept clean; waste is stored in an orderly manner; the entrance and all other roads are clear and accessible; dump point areas are clearly marked with signage; fire breaks are maintained and fire reduction measures are actively applied, especially around the landfill tip face and combustible waste; the tipping face is kept clear at all times; waste is tipped into the trench and covered daily; chemical and biohazard material collection point and bunding areas are kept clean; spillages are cleaned up appropriately and in a timely manner; and car wrecks are neatly stacked in the car disposal area. Supervise Council staff, contractors and members of the public working at the landfill site (at all times). Ensure plant and equipment are cleaned, serviced and maintained on a daily, weekly, monthly basis in accordance with the operators manual, and safely and securely stored. Ensure a high quality of work output in the delivery of activities and functions that will include, but is not limited to: <ul style="list-style-type: none"> maintenance and construction work of roads and drainage operating Class C equipment, Class A and B machines (including changing and using all basic attachments) and associated tools.



	<ul style="list-style-type: none"> • In accordance with Council’s recycling program: <ul style="list-style-type: none"> ○ remove all steel and recycle products from landfill tipping face ○ direct and educate staff, contractors and members of the public on placing all recyclable products into appropriate areas. • With the Senior Works Officer, participate in: <ul style="list-style-type: none"> ○ planning, scheduling, coordinating and implementing daily or weekly activities and as required ○ reviewing and coordinating labour, plant and material resources ○ the development and preparation of a budget, monitoring and reporting on expenditure ○ reviewing practices and procedures and make recommendations for improvement. • Address administration and financial requirements by: <ul style="list-style-type: none"> ○ requesting purchase requisitions as required ○ issuing receipt/tax invoices as required ○ handing money ○ remitting paperwork in a timely manner.
<p>Teamwork</p>	<ul style="list-style-type: none"> • Promote a team approach to problem solving and encourage innovative practice. • Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel. • Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation.
<p>Policies and Procedures</p>	<ul style="list-style-type: none"> • Keep abreast of and comply with Environment Protection Authority Standards and relevant legislation and regulations. • Comply with WARC policies and procedures, budgets and funding guidelines and best practices. • Comply with (and ensure staff are abreast of all relevant legislation and regulations.
<p>Work Health and Safety</p>	<ul style="list-style-type: none"> • In accordance with work health and safety legislation: <ul style="list-style-type: none"> ○ ensure you work safely, the way you work does not cause harm to others and you use measures within your control that prevent injuries or illnesses, and within your area of responsibility, ensure compliance with work health and safety legislation and Council’s work health and safety policies and procedures. ○ carrying out inductions, and providing direction and supervision to visiting contractors if required; and ○ maintaining a professional working relationship with Power and Water Corporation and all associated personnel. • Contribute to organisational continuous quality improvement and (if appropriate) internal reporting to the Council Services Manager. • Take reasonable care to protect the health and safety of staff and others. • Actively participate in safety improvement activities.



General Responsibilities	<ul style="list-style-type: none"> • Comply with the West Arnhem Regional Council 'Code of Conduct' and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits. • Other duties, consistent with skills and experience, as directed by the Team Leader/Senior Works Officer.
SELECTION CRITERIA	
Essential	<ol style="list-style-type: none"> 1. Proven experience working at landfill sites with waste and recycling or similar. 2. Sound interpersonal skills including ability to communicate effectively. 3. Proven ability to work independently and in a team environment. 4. Well-developed organisational and administration skills including proficient Microsoft Office skills (email, maintain a database, prepare reports and spreadsheets etc.) 5. Strong numeracy and literacy skills. 6. Knowledge of basic financial processes. 7. Ability to interpret legislation and keep abreast of Environmental Standards and Regulations. 8. Work Safely at Heights. 9. Current Northern Territory Driver's Licence. 10. Competently operate Class C equipment and other types of Class A and B machines including safe operation of all plant, equipment and tools. 11. Good understanding of Work Health and Safety in the workplace 12. Construction Induction (White Card) 13. Current Northern Territory Driver's Licence. 14. National Criminal History Check clearance. 15. Current Working with Children/Ochre Card.
Desirable	<ol style="list-style-type: none"> 1. Senior First Aid.

YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

This position manages a specialist unit.

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Operating Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.

Reports to Senior Works Officer/Team Leader



Approved by **CEO** :

P Firdley

Date: 17.12.2020



Internal

Council Services Manager
Chief Operating Officer
Community Works Team
People & Learning Team
All Staff

External

Community organisation representatives
Council contractors
Council suppliers
Community members



Approved by **CEO** :

P Findley

Date: 17.12.2020

