

POSITION DESCRIPTION



M: PO Box 733, BENDIGO 3552
A: 15 Hopetoun Street, Bendigo
P: (03) 5434 6000
W: www.bendigo.vic.gov.au

POSITION TITLE & NUMBER:	Landfill Worker (#171)
EMPLOYMENT STATUS:	Full time, Ongoing
CLASSIFICATION:	Operational Band 3 Special Engagement
FULL TIME SALARY RANGE:	\$75,322 - \$81,562 (Incl Industry Allowance) plus superannuation
UNIT:	Resource Recovery & Education

APPLICATION GUIDELINES

Please submit a cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume.

THE CITY

The vision for Greater Bendigo is "Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future". As the Council we work in partnership with our community to move toward this vision.

As an organisation we aspire to be a values driven, be a flexible employer, embrace diversity, have generous leave provisions, encourage staff training and development and provide a supportive, team orientated work place. Further information is found at www.bendigo.vic.gov.au

THE UNIT

The Resource Recovery and Education Unit plays a key role in the presentation of the City and the provision of waste related services. The Unit is responsible for city cleaning, garbage collection, recycling collection and processing, urban drainage clearance, operation of transfer stations and landfill operations.

Further information is at: <https://www.bendigo.vic.gov.au/Services/General-Waste-Recycling-and-Organics>

POSITION OBJECTIVE

- Assist in providing safe, efficient and effective operation of the Eaglehawk Landfill in accordance with the Environment Protection Authority (EPA) Victoria licence.

KEY RESPONSIBILITIES AND DUTIES

- Improve the rate and quality of diversion of materials from the Eaglehawk Landfill.
- Provide courteous assistance and direction to the general public.
- Responsible for recovery of the domestic drop off area where possible, to maximise diversion of recoverable materials from landfill.
- Responsible for the safe, efficient and effective operation of mechanical plant used in operating the landfill in accordance with EPA licence.
- Responsible for competent weighbridge and gate house operation, including handling cash.
- Promote a positive customer service-oriented image of the City of Greater Bendigo.
- Responsible for general servicing of plant.
- Carry out any other duties as may be required that are within the limits of the employee's skills, ability, competence and training, as directed by the Supervisor.

Our Values & Behaviours



SKILLS AND ATTRIBUTES

Technical/specialist skills:	Plant and machinery operation, Resource recovery, Transfer Station Operations
Personal attributes:	Communication, teamwork, flexible, organised, self motivated

ORGANISATIONAL RELATIONSHIPS

Reports to:	Landfill Coordinator
Supervises:	Nil
Internal Liaisons:	Staff members and other City employees
External Liaisons:	EPA Victoria, Commercial Operators, Recovery Yard employees, Police, other authorities and the general public

ADDITIONAL INFORMATION

- A satisfactory Police Record Check and evidence of Covid-19 vaccination status is required for this position.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- This position works 9 days on, 5 days off roster with flexibility in working days.
- The Presentation and Assets Directorate operates under a standards based Integrated Management System (IMS) for Quality, OH&S and Environment. All Presentation and Assets Staff are required to comply with the requirements of the IMS.

QUALIFICATIONS

- Trade Certificate or equivalent and/or knowledge and skills applicable to Civil Construction and associated works or a related trade certificate.
- A current driver's licence with Heavy Rigid (HR) endorsement.
- Relevant Plant Operator competencies.

KEY SELECTION CRITERIA

- Demonstrated knowledge and understanding of landfill and/or transfer station operations and the ability to apply quality control techniques including an excellent understanding of diversion of recoverable materials from landfill and what this means in practice.
- Ability to exercise judgement in the day-to-day organisation of tasks, with minimum supervision.
- Demonstrated ability to effectively maintain a safe and efficient worksite, including an understanding of the basic Occupational Health & Safety (OH&S) principles and practices.
- Demonstrated ability to work in a team and under direction, with a strong focus on customer service.
- Sound communications skills and a proven ability to maintain both written and electronic records.

BAND 3 OPERATIONAL CLASSIFICATION DESCRIPTORS

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Ability to perform work under general supervision.
- Skills in contact with the public and other employees which may involve explanation of specific procedures and practices.
- May be required to supervise and coordinate others in similar or related work.
- Accountable for the quality, quantity and timeliness of one's own work in so far as available resources permit, and for the care of assets entrusted to them.

JUDGEMENT & DECISION MAKING:

- Exercise personal judgement in making day to day decisions regarding works under one's direct control within developed standards, guidelines and accepted work practices. The nature of work is usually specialised with procedures well understood and clearly documented.
- Particular tasks to be performed will involve making a selection from a range of techniques, systems, equipment, methods or processes.

SPECIALIST SKILLS & KNOWLEDGE:

- Knowledge and skills applicable to the unit's operations or associated works.
- Basic computer skills – training will be provided for site specific software.
- Require proficiency in the operation of more complex equipment or knowledge of the use of plant which requires the exercise of judgement or adaption.
- Competent operation of landfill plant and equipment – front end loader, excavator, skid steer and compactor experience.
- Safe and competent handling of Heavy Mechanical Plant.
- Safe and competent driving of vehicles up to 22.4 tonnes GCM.
- Understanding and application of quality control techniques.
- Understanding of Resource Recovery and Transfer Station recovery operations.
- Knowledge and skills applicable to identification of recovery of recyclable and recoverable materials from the incoming waste stream at the Eaglehawk Landfill
- Performance of trades and non-trade tasks incidental to the work.
- Provision of trade guidance and assistance as part of a work team.
- Provision of formal training programs in conjunction with supervisors and trainers.

MANAGEMENT SKILLS:

- Ability to provide employees under one's supervision with on-the-job training and guidance when needed.
- Basic understanding and knowledge of personnel practices.

INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Skills in oral and written communication with clients, other employees and members of the public.
- Ability to resolve minor problems.