

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Leading Hand Landfill Plant Operator	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream B Award
Position Number:	5062	Classification Level:	6
Employment Location:	Bundaberg Regional Landfill	Position Status:	Full-time
Department:	Community and Environment	Document Last Reviewed:	29/03/2021
Branch:	Waste and Recycling	Job Dictionary:	5089
Accountable To:	Technical Officer Landfill Operations		
Aim of Position:	The focus of this position is to assist Waste and Recycling Services in the efficient operation of Bundaberg Regional Council's Waste Management Facilities, with a particular focus on the operation of the landfill plant and daily landfill management.		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

1. Carry out plant inspections including daily machinery maintenance prior to start-up.
2. Conduct basic preventative maintenance and clean plant as required.
3. Daily pushing, compacting and covering of waste.
4. Monitoring and maintenance of segregated waste and storage areas and preparation and management of stockpile material
5. Maintenance of the site including internal roads, hardstands, firebreaks, drains and sediment or leachate ponds and infrastructure.
6. Construction of embankments and other earthworks as directed.
7. Maintenance of external and internal fences and installation and maintenance of litter fences to ensure the surrounding areas are free of litter.

8. Ensure waste acceptance criteria are met and site management plans, landfill plans and site licences are adhered to.
9. Keeping accurate records as instructed
10. Directing general public and any contractors operating on site
11. Ability to assess risks and safety aspects associated with landfill operations
12. Identification of Hazardous Substances and Dangerous Goods for appropriate handling and disposal
13. Maintenance of waste management facility and surrounds in a clean and litter free condition
14. Including, but not limited to windblown litter pickup and off-site illegal dumping collection
15. Requirement to work weekends, public holidays and overtime
16. It is expected that the incumbent undertake other reasonable duties and tasks requested by Management within the incumbents capabilities, including additional duties as required during periods of absence of other staff.

Position Requirements - Qualifications and Experience:

Mandatory:

1. Provision of a satisfactory Criminal History Check – Police Certificate (Australia wide – name only)
2. Current drivers licence class “C”
3. Possession of a “LL” front end loader ticket
4. Possession of a “LZ” Bulldozer Ticket
5. Possession of a “HC Articulated” (semi-trailer) drivers licence
6. Demonstrated substantial experience in the operation of front end loader, bulldozer and semi-trailer
7. Demonstrated substantial experience in the operation of a waste management facility or a similar field or the ability to rapidly acquire such knowledge
8. Excellent Written and verbal communication and interpersonal skills
9. Very high level of knowledge and understanding of State Government legislation relating to Department of Transport rules and regulations
10. Demonstrate very high level of knowledge of the operation of plant in a waste management context
11. Demonstrated high level of knowledge in or the ability to rapidly acquire knowledge in the application of Council work practices, policies, procedures and guidelines
12. Sound knowledge and understanding of State Government legislation relating to Department of Transport rules and regulations

Desired:

1. A Plant Operator’s Ticket in the use of an excavator and forklift
 2. Certificate in Asset Maintenance (Waste Management)
 3. Sound understanding of the Environmental Compliance requirements of waste management
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Organisational Capabilities – Team Leader/Supervisor (Leading Others):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Building Relationships (mandatory)	Building relationships with teams and stakeholders: <ol style="list-style-type: none"> 1. Inspires and connects with the values, beliefs and interests of others 2. Effectively manages consultative processes in a group or forum 3. Fosters teamwork and rewards cooperative and collaborative behaviour, while resolving conflict using appropriate and respectful strategies 4. Recognises the positive benefits of diversity and capitalizes on these for the benefit of the organisation
Customer Focus (mandatory)	Understands customer perspectives and works across boundaries: <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Encourages a strong customer focus and builds understanding of customer perspectives within their team 3. Shows respect for customers and stakeholders
Safety and Professionalism (mandatory)	Champions and models safe, professional and ethical behaviour: <ol style="list-style-type: none"> 1. Manages safety issues and problems, resolves corrective actions and monitors to ensure compliance 2. Models ethical behaviour and consistently applies those ethical standards to self and others 3. Is consistent in words and actions 4. Is viewed as trustworthy, honourable and truthful, and respectful of the views of others 5. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job Requirements (mandatory)	Applies business management skill: <ol style="list-style-type: none"> 1. Applies sound business management skills in corporate governance areas, such as financial, contract and project management
Leading People	Inspires individual and team commitment to achieve results: <ol style="list-style-type: none"> 1. Motivates individuals and creates a climate in which people want to do their best 2. Regularly reviews performance and holds timely and frank discussions with all team members 3. Provides regular feedback and recognises team member contributions 4. Gives people the balance of autonomy and support they need to achieve outcomes 5. Builds a cohesive and supportive team environment
Managing Stakeholders	Manages internal and external relationships: <ol style="list-style-type: none"> 1. Written and verbal communication is clear and concise 2. Models open communication by actively and attentively listening to others 3. Seeks to understand the audience and adapt accordingly 4. Builds networks with peers and works collaboratively with others 5. Reads situations quickly and sees conflicts as opportunities 6. Can settle disputes equitably by finding common ground and gaining cooperation
Decision Making	Displays rigour in advice:

	<ol style="list-style-type: none"> 1. Provides advice that is rigorously considered and supported by a clear rationale 2. Looks beyond the obvious and persists with analysis and solutions 3. Makes timely decisions
Making Improvements	Drives continuous improvement: <ol style="list-style-type: none"> 1. Encourages creativity and innovation 2. Identifies and implements improved ways of doing things
Progressing Change	Champions and implements change: <ol style="list-style-type: none"> 1. Communicates the positive side of change for the team and organisation 2. Assists the team to adapt to a changing environment 3. Influences others

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance for all roles and levels in Council

Accountability	Action
1. Workplace Health and Safety	<ol style="list-style-type: none"> 1. Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
2. Culture	<ol style="list-style-type: none"> 1. Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. 2. Comply with Council's Code of Conduct and all Council policies and procedures at all times.
3. Information Services and Technology	<ol style="list-style-type: none"> 1. Protect and manage Council's information assets in accordance with legislative, policy and process requirements. 2. Use Council's technology appropriately and with respect.
4. Disaster Management	<ol style="list-style-type: none"> 1. Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
5. Customer Service	<ol style="list-style-type: none"> 1. Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
6. Financial Accountability and Governance	<ol style="list-style-type: none"> 1. Models compliance with Council's procurement Policy. 2. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. 3. Legislative Sub-Delegations and authorisations may also be applicable.
7. Corporate record-keeping	<ol style="list-style-type: none"> 1. Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's record-keeping requirements.

Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
Tetanus	Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.
Twinrix (Hepatitis A and B)	For staff who are at risk of a needle-stick injury, have regular contact with human tissue, blood or body fluids and / or for staff who work with rural and remote Indigenous communities, child care, carers of people with disabilities, healthcare workers, plumbers or sewage workers.
Q Fever	Only staff in job roles where contact with cattle, kangaroos, sheep, goats, camels is likely (alive and dead) or are regularly transiting paddocks, work yards etc. frequented by cattle, kangaroos.

Acknowledgment

I hereby agree to abide by Council values, policies and the Local Government Act and that this position description clearly outlines the overall responsibilities, physical requirements (through the relevant Job Dictionary) and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

Signature of Employee	
Print Name	
Date	/ /