

Position Description

Landfill Operator

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: November 2020

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

| | |
|--|---------------------------|
| Assessed entry level of position within salary system: | Band 1 Level 3 |
| Position limit within salary system: (20 Grade structure) | Grade 4 – Entry to Step 4 |
| Status of position: | Permanent |
| Hours of work per fortnight: | 76 |

Organisational relationships

| | |
|-----------------------------------|--|
| Directorate: | Works and Civil |
| Section: | Open Spaces and Facilities |
| Team: | Grafton Regional Landfill Team |
| Work base: | Grafton Regional Landfill |
| Position responsible to: | Waste Services Supervisor |
| Level of support and supervision: | Low |
| Level of personal management | Medium |
| Level of teamwork required: | Medium |
| Supervision of staff: | Nil |
| Internal contacts: | Open Spaces and Facilities staff, but generally within the Landfill site |
| External contacts: | General public, private organisations, contractors |

Vision, mission and values

| | |
|---------------------|---|
| Our vision: | To make the Clarence Valley a community full of opportunity |
| Our mission: | To plan and deliver services valued by the community |
| Our values: | the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community |



Our Values and Behaviours

| Safe | |
|---|---------------------------------|
| We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community. | |
| Acceptable | Unacceptable |
| I am aware of hazards | I take shortcuts |
| I promote a safe culture | I ignore safety |
| I look out for others | I do not communicate |
| Teamwork | |
| We will work together as one council towards shared goals and for the greater good of the community. | |
| Acceptable | Unacceptable |
| I share the load | I undermine others |
| I communicate with others | I act in isolation |
| I value people's strengths | "What's in it for me?" |
| Respect | |
| We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard. | |
| Acceptable | Unacceptable |
| I am inclusive | I am a bully |
| I value the skills and opinions of others | I am aggressive |
| I listen actively | I am a gossip |
| Integrity | |
| We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence. | |
| Acceptable | Unacceptable |
| I am honest | I lie and conceal |
| I work ethically and lead by example | I act corruptly |
| I am responsible for my actions | I undermine others |
| Value | |
| We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner. | |
| Acceptable | Unacceptable |
| I always look for improvements | I misuse Council resources |
| I work efficiently | I'm a bludger |
| I learn from my mistakes | I don't respect the environment |
| Engagement | |
| We will engage with our staff and community to inform our decision making, and create awareness of our activities. | |
| Acceptable | Unacceptable |
| I communicate in a clear and timely manner | I deliberately misinform (lie) |
| I am the face of Council | I don't value consultation |
| I value all our customers' needs | I ignore communication |

Physical requirements of the position

Use of computer keyboard during weighbridge operations

Prolonged standing and frequent bending

Moderate/heavy loads moved

Prolonged usage of heavy plant and equipment

Access and egress to plant and equipment

Psychical ability to undertake general labouring duties

Purpose of the position

To carry out landfill depot and waste management operations utilising various heavy plant and equipment

To assist with operation of the Grafton Regional Landfill Weighbridge

To provide relief and support to the staff at other waste management facilities in the Clarence Valley and the Clarence Lawn Cemetery

Major duties and responsibilities

Ensure that the disposal of solid waste at Council's Landfill Depot does not create a hazard to Public Health, the environment or create a nuisance

Assist with the disposal of solid waste and resource recovery at landfill depot

Operate plant in association with landfill and cemetery operations, including landfill compactor, front end loader, excavator, HR truck, forklift and skidsteer

Operate water pumps and water truck to control dust and irrigate landfill

Operate and maintain small plant including lawn mowers, whipper snippers and pressure cleaners

Construct various paper catch fences and collect any paper and plastic that is blown from the tip face

Ensure access roads and unloading area is tidy and trafficable

Assist in the operations of the weighbridge

Maintain landscaping and areas of lawn

Open and close landfill depot gates as required

Carry out maintenance and cleaning of plant and equipment

Assist in meeting landfill operation regulations, including conditions of consent and licence including the keeping of records

Assist with the recovery of material suitable for reuse or recycling

Provide direction and assistance to the public, clients entering the landfill and contractors

Assist with the administration and receipting of entrance fees

Weigh vehicles entering the Grafton Regional Landfill

Major duties and responsibilities

- Determine correct disposal fees and receipt money
- Assist with enquiries and service requests from members of the public and commercial clients
- Assess the type and suitability of waste entering the landfill
- Operate the computerised waste recording and receipting system
- Assist clients unload waste

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Certificate II in a relevant field of study; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

Criminal history that does not adversely affect ability to perform the inherent requirements of the position

WHS General Induction for Construction Work in NSW (or equivalent recognised in NSW)

Demonstrated competence in Landfill Compactor operations, or demonstrated capacity to acquire competence within 3 months of commencement

Statement of Attainment (Front End Loader) or WorkCover ticket, or demonstrated competence

Experience

Demonstrated experience in the operation and maintenance of heavy plant

Position related skills

Well developed oral communication and interpersonal skills

Capable of identifying and sorting waste material

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded

Education and knowledge

Understanding of waste management practices

Licences/tickets, clearances, membership

Class HR (Heavy Rigid) licence

Desirable selection criteria

Statement of Attainment (Excavator) or WorkCover ticket, or ability to demonstrate competence

Statement of Attainment (Skidsteer) or WorkCover ticket, or ability to demonstrate competence

High Risk Work Licence Class 'LF' - Forklift

First Aid Certificate

Experience

Previous experience in similar field

Position related skills

General computer literacy and the demonstrated ability to learn and utilise Council's waste tracking and receipting system

Ability to take land survey levels

Other features of this position may include

Working on weekends and public holidays and at other times as requested

For the purpose of hazardous waste disposal, the position will require the donning of respiratory protection equipment (RPE). This will require the incumbent to be clean shaven as per the RPE manufacturer's instructions, when undertaking these duties.

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date
Employee
