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| Title Landfill Operator – Gloucester | |
| Division: | **Liveable Communities** |
| Department: | **Waste Services** |
| Reports to: | **Landfill Supervisor- Gloucester** |
| Number of direct reports: | **Nil** |
| Location: | **Gloucester** |
| Grade: | **Grade 3** |
| Employment status: | **Permanent part time** |
| Hours of work: | **25 hours per week (including weekend roster)** |
| Date approved: | **29 May 2020** |

**Our Mission**

“We deliver benefits for our community in a way that adds value and builds trust”.

**Our Values**

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

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| Wellbeing | We value safety, security, health and happiness |
| Integrity | We are open, honest, accountable and take pride in all we do |
| Sustainability | We use efficiencies, innovation and cooperation to achieve sustainable results |
| Respect | We work together respectfully ensuring inclusion, equality and open communication |

**Position Overview**

This position sits within the Waste Health and Regulatory Services section and is responsible for assisting the Landfill Supervisor oversee the waste management facilities in an effective and efficient manner in accordance with Councils Waste Management Strategy and in accordance with the NSW Environmental Protection Authority (EPA).

This position involves weekend work on a roster basis. Variation of hours may be required depending on project status and any additional hours of work need to be approved by the Team Leader Waste Operations prior to working.

The incumbent of this position is expected to demonstrate the following attributes and capabilities in undertaking their role

**Key Accountabilities & Duties**

* Operate the Gloucester Waste Management facility in accordance with relevant environmental licencing and regulations.
* Implement Councils Pollution Incident Response Management Plan (PIRMP).
* Undertake duties associated with the landfill including but not limited to: opening and closing the landfill facility; maintain the landfill, implement rodent, pest and weed control measures, undertake basic repairs, operate the recycling shop, keep daily records and revenue collection and banking.
* Ensure compliance with waste contracts.
* Deliver a high level of customer service.
* Ensure recyclable and reusable diversion is maximised and waste to Landfill is minimised.
* Investigate and follow up complaints to ensure compliance with statutory requirements.
* Maintain accurate records.
* Operate the Landfill computer and weighbridge equipment.
* Ensure security of cash and accurate data entry and reconciliations are completed.
* Operate, service and maintain all waste management facility machinery and equipment.
* Promote and operate the reuse shop and other site recycling initiatives.
* Assist in the development and implement community education programs.
* Backfill and support other positions within the Landfill team.
* Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
* Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
* Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
* Other duties within the employee's skill, competence and training level, as required to meet business needs.

**Selection Criteria**

1. Demonstrated competence in medium plant operation and knowledge of waste compaction methods.
2. Basic understanding of EPA licence conditions and associated regulations.
3. Strong interpersonal and oral communication skills with proven ability to work effectively, autonomously and within a team.
4. Demonstrated time management and organisational skills, to proactively plan tasks and responsibilities in order to meet deadlines.
5. Understanding on the application of good Customer Service.
6. Cash handling skills and Basic computer literacy
7. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
8. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
9. Current Class C Drivers Licence and forklift licence

**Position Capabilities**

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at:<http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

| Local Government Capability Framework | | | |
| --- | --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
| **Personal attributes** | Manage Self | Foundational |
| Display Resilience and Courage | Intermediate |
| Act with Integrity | **Intermediate** |
| Demonstrate Accountability | Intermediate |
| **Relationships** | Communicate and Engage | Foundational |
| Community and Customer Focus | Intermediate |
| Work Collaboratively | **Intermediate** |
| 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 | Foundational |
| Technology and Information | **Intermediate** |
| Procurement and Contracts | Foundational |

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| ACKNOWLEDGEMENT | |
| This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council. | |
| I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary. | |
| Employee's Signature: | Date: |

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| HR USE ONLY |  |
| Is a Working with Children Check required for this position? | **Yes  No** |
| Is a criminal record check required for this position? | **Yes  No** |