



ROLE DESCRIPTION

Landfill Compliance Operator

Directorate	Projects & Business Development
Unit	Waste and Resource Recovery
Reporting to	Assistant Overseer Waste Management
Position Number	100514
Band	1/4
Grade	8
Date of Review	April 24

Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

Our Values and Behaviours



Primary purpose of the role

The primary purpose of the role is to provide a high level of service, support and maintenance in the operation of Council's resource recovery facilities.

Key Accountabilities

- Operate and maintain plant to complete routine resource recovery tasks under limited direction, and in compliance with Environment Protection Authority (EPA) standards.
- Daily management of the Nammoona landfill, optimising the consumption of landfill airspace using specialist software, and development of a filling plan.
- Ensure compliance with the Landfill Environment Management Plan, Operational Management Plan, EPA Environmental Protection Licence, Council's strategic objectives and best practice guidelines. Take remedial action as necessary.
- Screen and sort incoming material to minimise quantities directed to landfill. Ensure that each material is deposited in the appropriate location.
- Contribute to the continuous improvement of initiatives and services provided by the role and team to ensure effective, efficient and safe delivery of objectives and maximise use of resources.
- Contribute to a positive safety culture. Ensure a safe workplace for our staff and the community by monitoring compliance with policies, procedures, legislation, specifications, projects plans, and any other documentation required.

Key Challenges

- Ensure works and customers comply with quality systems including standard of works, safety requirements and environmental protection issues.
- Juggling the competing priorities daily while keeping work sites safe and compliant.
- Understanding landfill requirements to provide accurate advice to customers.
- Maintain an all weather operation to allow customers access the waste facility

Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

Qualification Requirements

Essential

- Certificate III in Waste Management/Civil Construction or equivalent and three years experience in a related environment
- Construction Induction Certificate (WHS White Card)
- Class HR Driver Licence
- Nationally accredited certificate or competency for Self-Propelled Compactor

- Nationally accredited certificate or proven competency for LL – Front End Loader
- Nationally accredited certificate or proven competency for LE – Excavator

Desirable

- First Aid Certificate - Provide First Aid
- Approved certificate for Chemical User Applications

Key Relationships

Who	Why
Internal	
Assistant Overseer Waste Management	<ul style="list-style-type: none"> ✓ Receive advice and report progress towards business objectives and discuss future direction ✓ Report issues and observations, proposing solutions ✓ Manage landfill airspace to ensure capacity to support the communities requirements for residual material disposal
Waste and Resource Recovery Team	<ul style="list-style-type: none"> ✓ Contribute to team discussions and knowledge share across the team ✓ Identify gaps in staff skills and support development
Environment and Sustainability Officer	<ul style="list-style-type: none"> ✓ Provide information, and report potential environmental issues and observations.
External	
Customers	<ul style="list-style-type: none"> ✓ Communicate needs, provide advice and resolve issues

Role Dimensions

Decision Making

Responsible for the coordination and delivery of crew's day-to-day works, with advice received as required.

Policy, processes and procedures are readily available to choose the appropriate actions within these frameworks. Unusual problems may be referred for clarity of policy direction or guidance.

Direct Reports

None

Financial Delegation

None

Leaseback Motor Vehicle

None

Technology

Mobile Phone, Access to Desktop Computer

Emergency Warden Responsibilities

This role has responsibility for individual workplaces or area of a workplace in the event of an emergency. Response to emergencies must be conducted in accordance with Council policies and procedures, site specific Emergency Management Plans and in accordance with the training provided.

Immunisation Requirements

Activities of this position could involve exposure to Hepatitis A and B or Q Fever, vaccination against these hazards or proof of immunity is required.

On-Call





None

Allowances

Level 2 Adverse Working Conditions

Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Follows through reliably and openly takes responsibility for own actions Understands delegations and acts within authority level Is vigilant about the use of safe work practices by self and others Is alert to risks in the workplace and raises them to the appropriate level

Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Takes the initiative to progress own and team work tasks • Contributes to the allocation of responsibilities and resources to achieve team/project goals • Consistently delivers high quality work with minimal supervision • Consistently delivers key work outputs on time and on budget
Resources Technology and Information	Intermediate	<ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness

Acknowledgement

Landfill Compliance Operator

Employee Name: _____ Date: ____/____/____

Signature: _____

Manager Waste and Resource Recovery

Employee Name: _____ Date: ____/____/____

Signature: _____