

Position Title:	Landfill Machinery Operator	Directorate:	Environmental Services
Position Number:	100875	Department:	Sustainability and Environment
Employment Status:	Full-Time	Position Type:	Outdoor Employee
Employment Type:	Permanent	Location:	Jackson Street Waste Management Centre (JSWMC)
Classification Structure:	Grade 2		
Reports to:	Landfill Team Leader		

PRIMARY PURPOSE:

The primary function of this role is to be responsible for carrying out the operational and administrative duties relating to the operations of the Jackson Street Waste Management Centre (JSWMC) and a range of other activities associated with the operation of the site.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Landfill Machinery Operator** reports to the **Landfill Team Leader** for all operational and management matters.
- The role is a key contributor to the Waste Services and Landfill Team and will liaise with the Chief Executive Officer, Directors, Managers and all other employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the public, ratepayers, community members, visitors and contractors.

Accountabilities And Responsibilities

Operational / job specific Jackson Street Waste Management Centre (JSWMC) Operations	<ul style="list-style-type: none"> ▪ Operate machinery at the landfill to manage site operations and promote best practices in waste disposal and minimisation ▪ Provide competent supply and yard management associated with civil construction and the recovery facility for the efficient storage, retrieval and movement of materials (e.g. gravel, concrete, road millings). ▪ Completing required paperwork for material deliveries and work orders and other associated tasks promptly and accurately. ▪ To keep the landfill site free from litter when required. ▪ To manage the recycling drop off facility and the household hazardous waste facility when required. ▪ To ensure landfill operations meet environmental standards and other Council requirements. ▪ Other relevant duties associated with the operation, management and improvement of the site as directed by the Manager/Program Coordinator or delegated representative. ▪ Provide clear and accurate guidance to the public on waste disposal practices, including directing them appropriately at the landfill.
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	<ul style="list-style-type: none"> ▪ Ability to handle and review customer complaints received by Council regarding operation and performance of the landfill.
Team Work and Collaboration	<ul style="list-style-type: none"> ▪ Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability. ▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members. ▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture. ▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community. ▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time. ▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks. ▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication ▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.
Customer Service	<ul style="list-style-type: none"> ▪ Represent the Council in a professional and positive manner ▪ Ensure that a high standard of customer service is maintained to both internal and external customers. ▪ Identify and contribute to opportunities for continuous improvement in service delivery.
Organisational Responsibilities	<ul style="list-style-type: none"> ▪ Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives. ▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard. ▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations. ▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees. ▪ Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery. ▪ This role may require reasonable after-hours activities and overtime when required by business needs.
Governance, Risk and Compliance	<ul style="list-style-type: none"> ▪ Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations. ▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices. ▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements. ▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements.

	<ul style="list-style-type: none"> ▪ Proactively identify areas of non-compliance and support the implementation of corrective actions. ▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks. ▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed. ▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.
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Key Selection Criteria	
Essential Qualifications	<ul style="list-style-type: none"> ▪ Competency license/certificate or equivalent experience in the operation of heavy plant and equipment, including Excavators, Compactors, Dozer and Tip Trucks and Trailers in a landfill environment, supply yard environment or other similar work environment.
Desirable	<ul style="list-style-type: none"> ▪ Traffic control accreditation ▪ Chemical handling certification ▪ Controlled waste (asbestos) handling certification.
Licences	<ul style="list-style-type: none"> ▪ Current registration to work with vulnerable people (RWVP) ▪ Drivers Licence (preferred but not essential) ▪ HR and plant operator's licence/certification ▪ White Card
Skills and Experience	<ul style="list-style-type: none"> ▪ A general broad knowledge of a recycling, recovery, supply yard and landfill operations working environment. ▪ Well-developed understanding and knowledge of Workplace Health and Safety. ▪ Well-developed communication skills with the ability to relate to people at all levels and to influence where appropriate. ▪ Excellent customer service skills.

Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.



Our Values

 WE RESPECT EACH OTHER <p>We respect the skills, knowledge and diversity of our team mates Everyone is heard and is valued We care for the well-being and safety of each other We check in on each other without being prompted Listening and being listened to matters</p>	 WE ARE TRUSTED <p>I've got your back and you've got mine We do what we say we will We are empowered Have honest and open conversations We are trusting and trustworthy We learn from our mistakes and share what we learn</p>	 TOGETHER WE ARE BETTER <p>Robust and thoughtful decision making together Solving important problems together We reach out to others and across teams for help We collaborate more and handball less Share our skills and knowledge</p>	 WE DELIVER <p>We serve and stand up for our community We knuckle down and focus on what matters We are courageous and determined to find a way We seek opportunities to continually improve outcomes and then we act on them</p>
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Our Culture

This is OUR WAY to achieve results through our people and teams to make Glenorchy a better place every day.

WE FOSTER AND MODEL A CULTURE WHERE:

We **RESPECT** others and their viewpoints as being as important as our own
We trust and are **TRUSTED** by each other
We know that by working **TOGETHER** we achieve better outcomes
We take personal responsibility, and together we **DELIVER** for our community

ACKNOWLEDGEMENT:

I have read and agree to abide by the requirements of this position description.

Employee Name:	
Employee Signature:	Date: