

<b>Position Title:</b>	Landfill Operations Lead	<b>Directorate:</b>	Environmental Services
<b>Position Number:</b>	100176	<b>Department:</b>	Sustainability and Environment
<b>Employment Status:</b>	Full-Time	<b>Position Type:</b>	Outdoor Employee
<b>Employment Type:</b>	Permanent	<b>Location:</b>	Jackson Street Waste Management Centre
<b>Classification Structure:</b>	Grade 5		
<b>Reports to:</b>	Coordinator Waste Services		

### PRIMARY PURPOSE:

The **Landfill Operations Lead** is to provide guidance, instruction and leadership on the daily operations of the Jackson Street Waste Management Centre (JSWMC) including the supervision of staff and coordination of external contractors' operations on site for gas extraction and resource recovery

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

- The **Landfill Operations Lead** reports to the **Coordinator Waste Services** for all operational and management matters.
- The role is a key contributor to the Waste Services Team and will liaise with the Chief Executive Officer, Directors, Managers and all other employees of Council.
- This position supervises the Landfill & Machinery Operators, the Landfill Maintenance Officers and the litter compactor operators with the support of the Coordinator Waste Services,

#### 2. External:

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

### Accountabilities And Responsibilities

<b>Landfill Operations</b>	<ul style="list-style-type: none"> <li>▪ Assisting the Waste Services Coordinator in the delivery of programs required to achieve the objectives of daily operations and future planning of the JSWMC.</li> <li>▪ Ensure compliance with EPA permit requirements, EPA specifications</li> <li>▪ Ensuring the JSWMC site and immediate environment has minimum litter dispersal.</li> <li>▪ Ensuring adequate commercial (truck) and car tip faces and covering of landfill waste as per Environmental Protection Authority (EPA) Permits and EMS specifications.</li> <li>▪ Assist with the coordination of external contractors' operations on site for gas extraction and resource recovery.</li> <li>▪ Ensuring haul roads and access roads are maintained to be useable by the public.</li> <li>▪ Supervise the disposal of hazardous waste e.g. asbestos, - and deep burial -</li> <li>▪ work closely with the Recovery Shop team to support safe, efficient resource recovery and help divert reusable materials from landfill.</li> </ul>
----------------------------	--

<b>Waste Planning</b>	<ul style="list-style-type: none"> <li>▪ Allocating operators to landfill machinery at the JSWMC and the litter compactor to carry out waste activities, as required.</li> <li>▪ Ensuring fleet management policies are adhered to and that all relevant employees complete the necessary checklists and reports on machinery.</li> <li>▪ Liaising with Council's fleet/works department, lease companies, plant machinery maintenance and services agents for maintaining the landfill and waste plant and equipment.</li> <li>▪ Liaising with Council's Operation and Maintenance section of the Works Department in maintaining the landfill and waste assets.</li> <li>▪ Ensuring necessary inductions and training is conducted for workers.</li> <li>▪ Ensuring safe systems of work and incident investigations and closeout of corrective actions are completed in accordance with GCC requirements and the Work Health &amp; Safety Act 2012.</li> </ul>
<b>Delivery of the public litter bin program</b>	<ul style="list-style-type: none"> <li>▪ Supervise the collection of waste from Council owned premises and public facilities, as per the schedule or in areas where required</li> <li>▪ Provide support to the Waste Services Coordinator with the administration relating to the maintenance, collection and disposal of waste from Council owned and public facilities.</li> </ul>
<b>Bin Delivery &amp; Maintenance Program</b>	<ul style="list-style-type: none"> <li>▪ Assist the Waste Services Coordinator in the management of the bin delivery and maintenance program.</li> <li>▪ Deliver and maintain 140L and 240L Mobile Garbage Bins (MGBs) for residential and commercial kerbside services, including repairs, replacements, and exchanges.</li> <li>▪ Ensure appropriate staffing levels and provide guidance to team members to support efficient service delivery.</li> <li>▪ Coordinate daily bin delivery and maintenance schedules to meet service timeframes and customer expectations.</li> </ul>
<b>Team Work and Collaboration</b>	<ul style="list-style-type: none"> <li>▪ Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability.</li> <li>▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members.</li> <li>▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture.</li> <li>▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community.</li> <li>▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time.</li> <li>▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks.</li> <li>▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication</li> <li>▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.</li> </ul>

<b>Leadership</b>	<ul style="list-style-type: none"> <li>▪ Provide day-to-day leadership, direction and support to team members, including regular 1:1 meetings and team meetings.</li> <li>▪ Undertake performance development processes, including goal setting, regular check-ins and formal reviews.</li> <li>▪ Manage performance and conduct matters in line with Council policies and procedural fairness.</li> <li>▪ Approve and monitor leave, ensuring appropriate workforce coverage.</li> <li>▪ Identify and support training, development and onboarding of staff.</li> <li>▪ Allocate and oversee workloads to ensure effective service delivery.</li> <li>▪ Understand and educate team members on Council Directives.</li> <li>▪ Coordinate the daily operations of the Team including toolbox discussions, allocation of work tasks and providing direction.</li> <li>▪ Assist with the recruitment, management and development of landfill staff.</li> <li>▪ To inspect and arrange the necessary plant, materials and equipment for works.</li> <li>▪ To complete all necessary reports, risk assessments, purchase orders etc associated with this role.</li> <li>▪ Completing a rostering program for landfill staff and public litter staff</li> </ul>
<b>Outdoor worker</b>	<ul style="list-style-type: none"> <li>▪ Participate in and contribute to daily pre-start meetings, including hazard identification and task planning.</li> <li>▪ Follow Safe Operating Procedures (SOPs), Safe Work Method Statements (SWMS) and all safety directives.</li> <li>▪ Accurately complete timesheets, job records and required documentation in a timely manner.</li> <li>▪ Operate plant, equipment and tools safely and in accordance with training, compliance and authorisations.</li> <li>▪ Maintain current First Aid certification (provided by Council).</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>▪ Represent the Council in a professional and positive manner</li> <li>▪ Ensure that a high standard of customer service is maintained to both internal and external customers.</li> <li>▪ Identify and contribute to opportunities for continuous improvement in service delivery.</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard.</li> <li>▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations.</li> <li>▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees.</li> <li>▪ 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.</li> <li>▪ This role may require reasonable after-hours activities and overtime when required by business needs.</li> </ul>
<b>Governance, Risk and Compliance</b>	<ul style="list-style-type: none"> <li>▪ Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations.</li> <li>▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements.</li> <li>▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements.</li> <li>▪ Proactively identify areas of non-compliance and support the implementation of corrective actions.</li> <li>▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks.</li> <li>▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed.</li> <li>▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.</li> </ul>
--	--

Key Selection Criteria	
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Certificate IV or Diploma in Leadership &amp; Management, Civil Construction and/or significant experience in a team leader or supervisor role within a waste management, landfill, or similar environment.</li> </ul>
<b>Licences</b>	<ul style="list-style-type: none"> <li>▪ Current registration to work with vulnerable people (RWVP)</li> <li>▪ Medium Rigid Truck “MR” class licence</li> <li>▪ Heavy Rigid Truck “HR” class licence</li> <li>▪ White Card</li> <li>▪ Traffic Management accreditation</li> <li>▪ Chemcert Accreditation</li> <li>▪ Plant competency and accreditation for Dozer, Excavator and Compactor/Roller</li> <li>▪ Supervise asbestos removal (or commitment to undertake within a required time frame)</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience in the operation of heavy combination or rigid vehicle and articulated vehicles (over 24T GVM), including Excavators, Compactors, Dozer, Crusher and Tip Trucks and Trailers in a Landfill environment.</li> <li>▪ Demonstrated ability to manage and coach diverse teams, experience in the supervision of machinery operators and others within a waste management facility or similar environment.</li> <li>▪ Demonstrated experience in proactively dealing with customers, stakeholders, and others, with the ability to successfully negotiate and achieving positive solutions.</li> <li>▪ Proven ability to interpret and apply standards, related documents and civil engineering plans including but not limited to landfill design profiles, excavations and fill plans.</li> <li>▪ Well-developed understanding and knowledge of Workplace Health and Safety and Environmental Management.</li> </ul>

## 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

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



### WE ARE TRUSTED

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



### TOGETHER WE ARE BETTER

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



### WE DELIVER

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

## 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: