

## POSITION DESCRIPTION

<b>Position Title:</b>	Landfill & Machinery Operator	<b>Directorate:</b>	Infrastructure & Works
<b>Position Number:</b>	100179	<b>Department:</b>	Property, Environment & Waste
<b>Employment Status:</b>	Full-Time	<b>Section:</b>	Landfill
<b>Employment Type:</b>	Permanent	<b>Location:</b>	Landfill
<b>Classification:</b>	Schedule B, Salary Point 6		
<b>Reports to:</b>	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 Teams and will liaise with employees of Council.

#### 2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

### 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:

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.

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

## KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Jackson Street Waste Management Centre (JSWMC) Operations	<ul style="list-style-type: none"><li>• To operate machinery at the landfill associated with the operation, management, and improvement of the site.</li><li>• To operate machinery at the landfill in a way that promotes “best practise” waste disposal and waste minimisation.</li><li>• To keep the landfill site free from litter when required.</li><li>• To manage the recycling drop off facility and the household hazardous waste facility when required.</li><li>• To complete tasks within satisfactory timeframes and be responsible for individual and team performance.</li><li>• To liaise with and assist the public in using the landfill and direct traffic to the appropriate area of the landfill site.</li><li>• To ensure landfill operations meet environmental standards and other Council requirements.</li><li>• Working without direct supervision when required and ensure productivity is maintained.</li><li>• Complete timesheets and other associated paperwork.</li><li>• Other relevant duties associated with the operation, management and improvement of the site as directed by the Manager/Program Coordinator or delegated representative.</li><li>• To be flexible and available for rostered or un-rostered work on weekends and public holidays, and able to work hours that suit management, other team members and council policies.<ul style="list-style-type: none"><li>○ To work within a team environment requiring effective team skills, understanding of other team member needs, and committed to achieving shared objectives.</li><li>○ Good team working relationship with colleagues as determined by the Manager Waste Services.</li></ul></li><li>• To provide input and attend meetings for the operational objectives of the JSWMC.</li></ul>
Customer Service and Administration	<ul style="list-style-type: none"><li>• Ensure that a high standard of customer service is maintained to both internal and external customers.</li><li>• To effectively and correctly advise the public in relation to waste disposal practices.</li><li>• Ability to handle and review customer complaints received by Council regarding operation and performance of the landfill.</li><li>• The position will require an ability to appropriately convey technical information to customers and will liaise and supervise contractors and</li></ul>

	<p>consult with suppliers and the general public; displaying a high level of interpersonal skill.</p> <ul style="list-style-type: none"> <li>• Must be responsible for own actions and actions of direct subordinate work team to maintain a positive Council image and will interact with internal and external customers on a regular basis.</li> <li>• Skills sufficient to write detailed correspondence or standard reports that document facts, for example, risk assessments, incident/accident, and insurance report forms.</li> <li>• Assists other employees to complete required correspondence and ensures correct completion. Assists in the investigation of incidents/accidents.</li> <li>• The ability to read, analyse and interpret detailed construction plans, design specifications and material safety data sheets (MSDS).</li> <li>• To communicate in a courteous and polite manner in such a way as to not provoke conflict or result in a negative perception of the landfill or the Council.</li> <li>• The ability to gather and exchange information, give explanations; to speak and present detailed, factual information effectively to the general public, other employees, Coordinators and Managers.</li> <li>• Responsible to participate in regular 'Tool Box' meetings with subordinate team members.</li> <li>• Promote the positive image of Council as a whole.</li> <li>• Engage, listen to and act where appropriate on feedback from our customers.</li> <li>• Implement, evaluate, and continuously improve quality systems and processes for the section</li> </ul>
<p><b>Strategic Reporting &amp; Policy Requirements</b></p>	<ul style="list-style-type: none"> <li>• To assist in the management and administration of the JSWMC in accordance with the EPA permit, Council Environment and Health Services by By-law No.1 of 2010(Part 10) and the Environmental Management System (EMS).</li> <li>• To undertake all tasks with due consideration for their environmental impact and to reduce these impacts at every opportunity.</li> <li>• To undertake tasks in accordance with the Standard Operating Procedures identified in Council's Environmental Management System (EMS) for the landfill.</li> <li>• To effectively inspect, categorise the waste delivered to the landfill, with particular emphasis on: <ul style="list-style-type: none"> <li>○ Ensuring the permit conditions of the site is adhered to.</li> <li>○ Ensuring recoverable waste products are delivered to appropriate areas.</li> <li>○ To effectively identify and categorise waste delivered to landfill and arrange disposal processes and procedures for specific waste types.</li> </ul> </li> <li>• Be familiar with Workplace Health and Safety requirements and actively participate in health and safety training and practical job-related education.</li> <li>• Carry out inspections/investigations, risk assessments and report as required.</li> <li>• Assist in preparation of SWMS &amp; SOP for Landfill operation as required and ensure adherence to these at all times.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure all assigned plant and equipment is maintained and in serviceable condition.</li> <li>• Ensure regular servicing requirements of plant and equipment are met ensuring all faults and problems are reported.</li> <li>• Observe and practice work health &amp; safety regulations within the workplace.</li> <li>• Ensure the quality assurance directives are followed to achieve a high standard of task completion.</li> <li>• Carry out all tasks within the agreed time limits of the sections Annual Plan/Works Program.</li> <li>• Commitment in implementing a high level of quality control by maintaining a culture of 'Best Practice' as the means to improve our service delivery processes.</li> </ul>
<b>Team Work</b>	<ul style="list-style-type: none"> <li>• Show initiative, cooperation, team loyalty and support in all work activities.</li> <li>• Assist other section employees in their duties in maintaining, replacing, or constructing Landfill assets as required.</li> <li>• The ability to give support to other team members and to work as an integral member of the Council.</li> <li>• The position requires cooperation and teamwork with other landfill staff, and the provision of support to other team or section members as necessary.</li> <li>• The position will require operators to work un-rostered hours at times, to suit other team members whilst ensuring effective operation of the landfill.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Assist in the achievement of agreed outcomes consistent with department business plans and budgets.</li> <li>• Perform any other duties as directed.</li> <li>• Complete required record keeping such as Prestart Hazard Identification, Facility and site inspections, and Incident/Hazard Reports.</li> <li>• Completing timesheets and other associated paperwork</li> <li>• Effective management of time and resources to meet agreed service levels.</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support and adhere to Council's policies and procedures, code of conduct and relevant acts.</li> <li>• The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment.</li> </ul>

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence, and training, consistent with their classification level, in any area of Council, as directed.

**SPECIALIST DELEGATIONS:**

- Nil

**LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL:**

- Current Drivers Licence
- HR and plant operator’s licence/certification
- Traffic Control accreditation
- Chemical handling certification
- Controlled waste (asbestos) handling certification.

**KEY SELECTION CRITERIA:**

1. 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.
2. A general broad knowledge of a recycling and landfill operations working environment.
3. Well-developed understanding and knowledge of Workplace Health and Safety.
4. Well-developed communication skills with the ability to relate to people at all levels and to influence where appropriate.
5. Excellent customer service skills.

**AUTHORISATION:**

I hereby agree that this position description accurately reflects the work requirements.

<b>Manager Name:</b>			
<b>Manager Signature:</b>		<b>Date:</b>	
<b>Director Name:</b>			
<b>Director Signature:</b>		<b>Date:</b>	

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

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	