

# Role Description



**Position Title** Facilities Officer - Waste

**Position Number** WTS167

## Purpose of Role

To provide advice and support across the waste management facilities contributing to the effective and efficient day to day operation of waste facilities and other waste management programs and services.

## Specific Responsibilities

Provide accurate and timely information and advice to assist manage the activities of staff to ensure works are undertaken safely, effectively, efficiently and in accordance with relevant legislation and workplace, health and safety requirements.

Implement and coordinate a range of assigned technical projects aimed at improving effectiveness and efficiencies in waste disposal and re-use/recycling processes and methods used.

Develop and review operational procedures, manuals, and work instructions relevant to the waste services section.

Ensure waste management facilities and transfer stations comply with all legislation, approved standards, policies and procedures.

Undertake environmental, health and safety, and contractor compliance audits and awareness training programs across all Council waste management facilities.

Undertake process review audits with staff to identify training gaps and provide recommendations to management.

Prepare reports, process correspondence and carry out associated administrative matters within set time frames and to appropriate quality standards.

## Work Experiences and Skills – essential

Demonstrated relevant experience in landfilling and waste transfer station operations.

Demonstrated ability in applying risk minimisation principles, work health and safety standards and concepts to achieve desired outcomes.

Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.

Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

## Academic, Trade Qualifications and other Licences – essential

Tertiary qualification in waste management, environmental health/science, occupational health and safety or other relevant field.

Construction Induction Card competency that has been used or obtained within the past 2 years.

Current C class driver's licence.

## Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

## Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

## Work Location

You may be required to perform your role from any work location within the region.

## Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

## Organisational Expectations

