

Facilities Officer - Waste

Position Description

Directorate	Project Delivery, Waste and Disaster Management	Department	Waste Services
Reports To	Waste Facilities Team Leader	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 4

Position Purpose

This position provides technical advice and support across the waste management facilities contributing to the effective and efficient day to day operation of the waste facilities and other waste management programs and services.

Key Responsibilities and Outcomes

As a Facilities Officer and member of Waste Services you will:

Operational

- Act as a key point of contact in the day-to-day operations and service delivery of large scale, complex waste management facilities.
- Implement and coordinate a range of assigned technical projects aimed at improving effectiveness and efficiencies in waste disposal and resource recovery processes and methods used.
- Develop and review operational procedures, manuals, and work instructions relevant to the Waste Services department.
- Ensure waste management facilities and transfer stations comply with all legislation, approved standards, policies and procedures.
- Support the wider outputs of the Waste Services department and work as an integral part in supporting team outputs in the day-to-day operations across a range of elements relevant to landfill and resource recovery operations.
- Undertake environmental, health and safety, and contractor compliance audits and awareness training programs across all Council Waste Services facilities.
- Prepare reports, process correspondence and carry out associated administrative matters within set time frames and to appropriate quality standards.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Well-developed time management and project management skills and experience.
- Well-developed experience and skills in applying a range of risk minimisation principles to ensure quality service delivery outcomes are achieved.
- Well-developed level of experience in operations of waste management facilities and transfer stations.
- Strong level of experience in building high quality relationships with a range of internal and external stakeholders.
- Ability to work constructively and efficiently as part of a broader team of waste facility officers across the broader Waste Services Department.
- Well-developed experience and skills in online research, analysing information and incident investigation.

Qualifications

- Tertiary qualification in waste management, environmental health/ science, occupational health and safety, other relevant field or relevant experience in lieu of qualification.
- Construction Induction Card competency that has been used or obtained within the past 2 years.
- Current C class driver's licence.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.