

Position Description

Landfill Operator

11 October 2024

Position Number

500644

Directorate

Economy, Growth and Infrastructure

Department

Environment and Sustainability

Reports to

Senior Landfill Operator

Classification

Band 3

Employment Status

Casual

Location

Mitchell Landfill

About the role

The Landfill Operator is an integral member of Council's Waste and Resource Recovery team. The position, in conjunction with the Landfill team to ensure that the Landfill is operational, clean and safe to all visitors.

Key responsibility areas

- Operate as a leading hand and train other staff (relief operators) in the operation and maintenance of the onsite equipment, as required
- Attend all meetings relevant to, and as required relating to Mitchell Shire Landfill operations
- Monitor and supervise traffic management at Mitchell Landfill
- Ensure that all customers depositing waste on site hold accounts and weigh their loads prior to tipping
- Ensure that windblown rubbish is removed from perimeter fencing, roads, and adjoining properties daily
- Ensure safe and competent operation of all Landfill machinery and equipment onsite
- Direct customers to the tipping face, inspect loads and ensure waste is compacted and covered at the end of each operating day
- Maintain manual records of waste in the event of weighbridge malfunction or as required
- Use plant to perform any function as directed by the Leading Hand Landfill operations

- Ensure that all works are conducted in accordance with Occupational Health and Safety regulations
- Maintain the security of the site when in attendance
- Complete documentation related to Landfill operations such as daily cover records, incident reports, daily inspection check lists and complaint registers

Customer Service

- Ensure that all Council policies, initiatives, and practices relating to customer service are adhered to in the working environment.
- Assist the Waste Management Team Leader and Waste Management Coordinator in the resolution of customer complaints and provide advice to customers on matters pertaining to Mitchell Landfill operations and services.
- Complete tasks and responsibilities in a manner, which maintains Council's commitment to quality customer service

Teamwork

- Actively participate in team meetings and adhere to the principles of teamwork
- Undertake relevant vocational training as required

Risk Management and Occupational Health and Safety

- Comply with occupational health and safety (OH&S) legislation, risk management requirements and Council OH&S policies
- Ensure implementation and maintenance of a safe working environment identifying hazards and risks and implementing control mechanisms as required
- Ensure all incidents or risks are reported to the Waste Management Team Leader in accordance with Council Incident reporting requirements
- Operate compactor and/or other heavy machinery in a safe manner ensuring that all waste is covered in accordance with daily requirements
- Carry out routine plant maintenance to the required quality including daily maintenance checks in accordance with manufacturers and Mitchell Shire Council standard operating procedures
- Comply with applicable Victorian EPA legislation and regulations

Emergency Management

- As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the community

Organisational Relationships

Internal Liaisons

- Waste and Resource Recovery Team Leader
- Waste and Resource Recovery Coordinator

- Landfill Capital Projects Manager
- Resource Recovery Operators

External Contacts

- Customers
- Contractors
- EPA approved auditors
- Landfill consultants
- Environment Protection Authority Staff
- Neighbouring landowners

About you

Key Selection Criteria

1. Demonstrated experience in a similar or equivalent role.
2. Demonstrated understanding of plant operations
3. A valid Driver's License and Heavy Rigid Truck License
4. Experience in operating heavy machinery (compactor and excavator) with relevant licenses.
5. Ability to read and comprehend written instructions, complete basic work records and to communicate with supervisors, team members, contractors and customers clearly and positively.
6. Basic computer literacy.

Pre-employment check

- National Police Check
- Working with Children Check
- Valid Victorian driver's license – HR endorsed
- Pre-employment Medical

About Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

As we grow, we will be leaders in protecting the environment and preserving the country feel and liveability of our unique communities, with visionary planning for a cohesive, prosperous, safe, and healthy future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



Respect



Customer Service Excellence



Accountability



Continuous Improvement

Structure

Mitchell Shire Council consists of the following three Directorates:

- Advocacy and Communities
- Economy, Growth and Infrastructure
- Organisational Performance

Position requirements

Accountability and Extent of Authority

- Accountable for the quality of daily works on site.
- Must comply with the requirements of Occupational Health and Safety legislation and regulations.
- Ensure the safe operation of plant/machinery on site.
- Extent of authority is limited to daily tasks and to established procedures and techniques
- This position will be required to provide direction, leadership and some on the job training to Landfill Operators.

Judgement and Decision Making

- To operate with a level of autonomy, receiving limited direction in general day-to-day work, seeking direction from Waste Management Team Leader on matters requiring Supervisor approval/direction.
- Ability to apply discretion in decision making to ensure effective delivery of outputs.
- The objectives of this role are well defined; however, the incumbent will be required to make judgements in relation to the method, approach and process of equipment to be used.
- Ability to exercise day-to-day problem solving with respect to the allocation of resources and time management.

Specialist Skills and Knowledge

- Knowledge and demonstrated experience of plant/machinery operated on site
- Understanding of daily landfill operations
- Knowledge of recycling and waste minimisation principles
- Knowledge of Victorian EPA requirements and Mitchell Landfill licence conditions.
- Good written and verbal communication skills

Management Skills

- Ability to manage own time, set priorities and organise daily work on site as well as being able to plan work/projects (where applicable) up to a week in advance.
- Ability to work independently as well as in a team.
- Ability to be pro-active and improve site service levels

Interpersonal Skills

- Good communication (written and verbal) and interpersonal skills with the ability to liaise with a variety of internal and external contacts
- Ability to carry out the duties and responsibilities in a manner, which maintains Council's commitment to quality customer service
- Ability to work effectively and contribute to a team environment

Qualifications and Experience

- Knowledge and understanding of Landfill plant and equipment
- Experience working in a team environment
- A valid Driver's License and Heavy Rigid Truck License
- Qualification to operate a Landfill Compactor and Excavator
- Demonstrated Landfill operations experience
- Knowledge and understanding of Victorian EPA legislation and regulations
- Basic computer literacy