



POSITION DESCRIPTION

LANDFILL OPERATIONS OFFICER

AWARD CLASSIFICATION: MEA Level 7 - \$68,939.89
DATE APPROVED: 23/01/2024
APPROVED BY: General Manager
REPORTS TO: Team Leader Waste & Construction

POSITION OBJECTIVES

Supervise the effective and safe operation of landfill in accordance with the Landfill Management Plan, Emergency Management Plan and associated Environmental Protection Notice and any other directives from the Environment Protective Authority.

Areas of Specific Responsibility

In support of the Team Leader of Waste & Construction this role will be assigned responsibilities for the above in relation to:

- Schedule and implement inspection regimes, service levels and routine maintenance for the landfill.
- Supervise for workplace safety, work quality assurance and professionalism assigned personnel and contractors accessing the site.
- Supervise the effective and safe operation of plant and equipment at the landfill.
- Undertake regular water monitoring for the site.
- Manage site recycling storage.
- Provide advice to the Team Leader of Waste & Construction on service levels, routine maintenance, work scheduling for the landfill site.
- Manage weighbridge daily operations and associated reporting.
- Maintain a contractor register of weighbridge fob access and billing requirements in accordance with fees & charges.

- Develop draft management plans or procedures for the site in regard to the disposal of items not able to be disposed of in the landfill cell.
- Complete weed control and management of the site.
- Ensure adherence to the Cell deposit management plan.
- Complete road maintenance throughout the site

WORKPLACE HEALTH & SAFETY

- Set the best possible example in taking responsibility for individual / own health and safety and that of others in the workplace. This includes the reporting of incidents involving injury and near misses.

Essential Qualifications and Licenses

- A current HR driver's licence is desirable.
- Prior excavator experience is essential.
- First Aid qualification or be willing to obtain.
- Hold a chemical usage and handling certificate or be willing to obtain.
- Be willing and able to operate the landfill compactor, dozer and backhoe.

Selection Criteria

- Prior excavator operation.
- Demonstrated experience in a similar role.
- Good written and oral communication skills.
- Operational knowledge of the work health and safety legislation and regulations and practical application.