Position Description

Our Values: Trust | Respect | Openness | Fairness | Excellence | Enjoyment

Rural City of Wangaratta

Position Title	Waste and Organics Operator - Landfill
Position Code	1277
Directorate	Community & Infrastructure
Work Group	Field Services
Location	Waste
Position Classification	Band 3
Reports to	Supervisor - Landfill
Supervises	N/A
Effective Date	November 2024
Work Arrangement	Onsite

Our Commitment

Child Safety

Council is committed to the safety, wellbeing and empowerment of all children and young people. We have zero tolerance for child abuse and are committed to creating and maintaining a child-safe organisation where children and young people are protected, respected and heard. All employees share responsibility for promoting and maintaining a child-safe environment.

Diversity, Equity and Inclusion

Council values diversity and is committed to fostering an inclusive workplace where everyone is treated with dignity, respect and fairness. We encourage and support diversity in all its forms and recognise the valuable contribution a diverse workforce makes to our organisation and the community we serve. All employees are expected to contribute to a respectful, inclusive and equitable workplace and to demonstrate behaviours that support diversity and inclusion.

Workplace Health and Safety

Council is committed to providing and maintaining a safe and healthy workplace for employees, contractors, volunteers and visitors. All employees share responsibility for working safely, identifying hazards and complying with Council's health and safety policies and procedures.

Leadership Commitment Statement

Leaders are expected to model Council's Values, foster an inclusive and respectful workplace, communicate openly, and support the wellbeing, development and success of their teams in line with Council's Leadership Commitment Statement.

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Position Objectives

- To ensure the Organic Processing Facility provide safes a safe and effective operation meeting environmental standards.
- This position will assist in the operation and maintenance of the Organic Processing Facility in accordance with EPA requirements and RCoW guidelines to ensure the effective and efficient operation of the site.

Key Responsibilities

- To work within and contribute to a multi-skilled team environment.
- Ensure the efficient and safe operation of recycling equipment machinery and plant.
- Monitor and actively manage the flow of kerbside Food Organics and Garden Organics material through the facility.
- Actively conduct routine activities to ensure minimisation of contamination.
- Conduct regular inspections and maintenance of plant, facilities, and equipment.
- Assist with troubleshooting and resolving operational issues.
- Maintain accurate records and reports and monitoring data related to production and safety.
- Proactively implement site control measures to ensure compliance with EPA requirements.
- Collaborate with supervisor and team leader to improve processes and increase efficiency.
- Commit to organisational health and safety standards and deliver professional standard of service.
- Work in other areas of the waste unit as required (ie Transfer Station, Landfill Operation, Kerbside Collection Service)
- Willingness to undertake relevant training as required by the organisation.
- Participate in the review of operational procedures as directed and attend toolbox meetings as required.

Workplace Health and Safety

- Comply with Council's workplace health and safety obligations.
- Take reasonable care for personal health and safety and that of others.
- Report hazards, incidents and injuries promptly.
- Participate in safety training and risk management activities.

Child Safety

- Promote and uphold Council's Child Safe Standards.
- Maintain appropriate behaviours when interacting with children and young people.
- Report concerns relating to child safety in accordance with Council policy.

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Core Physical Requirements

- Capacity to sit/drive, operate plant & equipment for periods up to 3 hours.
- Good level of physical fitness.
- Capacity to bend the knees, step up and down from plant & equipment frequently.
- Capacity to work in an outdoor environment for varying periods of time.
- Capacity to walk on uneven surfaces.

Accountability and Extent of Authority

- Accountable for ensuring the weighbridge is operational.
- Authorised to direct customers using the facility.
- Accountable for assisting the Supervisor in maintaining the Organic Facility and its surrounds in a neat, tidy, and presentable condition.
- Accountable for ensuring that all dealings with the customers are carried out in a friendly, courteous, and cooperative manner.
- Accountable for fulfilling obligations under the EPA licence conditions, OH & S Act and relevant regulations and Council's OH&S Policy, observe safe work practices, report unsafe conditions or practices to the Supervisor.
- Authorised to take appropriate action to ensure own and public safety.

Judgement and Decision Making

- Work performed requires some originality in approach using previously encountered procedures and practices. Guidance and advice will be available from the Supervisor.
- Tasks are undertaken using established procedures and are clearly defined within service agreements.

Knowledge and Skills

Specialist Skills and Knowledge

- Understanding of EPA requirements & Organic operations.
- Ability to recognise dangerous goods or hazardous substances eg asbestos, toxic chemicals and liquid waste in accordance with EPA licence conditions.
- Understanding of procedures and processes associated with Organic Processing practice.
- Demonstrated ability to operate mechanical plant in a safe and efficient manner including loader and general equipment.
- Mathematical skills to enable determination of quantities and fees.
- Basic understanding of computer operations & knowledge of Microsoft applications.

Management Skills

- Ability to work with limited supervision.
- Ability to effectively and efficiently utilise resources.

Interpersonal Skills

- Good communication skills both verbal and written.
- Ability to liaise with customers and contractors.

Qualifications and Experience

- An understanding of waste management practices.
- Previous experience working to the requirements of EPA licence conditions or willingness to learn about the licence requirements.
- Demonstrated experience in the use of heavy earthmoving equipment.

Licenses, Checks and Mandatory Requirements

- National Police Check
- Current Drivers Licence
- Pre-employment Medical Assessment
- Drug and Alcohol Screening

Employment Screening

The preferred applicant must satisfactorily complete all required pre-employment screening checks prior to commencement of employment. Ongoing employment may be subject to maintaining required licences, registrations, accreditations and clearances.

Key Selection Criteria

- An understanding of waste management practices and awareness of landfill operation.
- Motivated to deliver effective and efficient operations at Council's landfill site.
- Ability to liaise with customers and contractors providing quality customer service.
- Demonstrated ability to work cooperatively as part of a team.
- Demonstrated ability to provide and maintain a safe worksite and carry out works in accordance with OH & S regulations and policies.
- Basic understanding of computer operations & knowledge of Microsoft applications.
- Loader Licence is also highly regarded.

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Employment Conditions

Probation

This position is subject to a six-month probationary period in accordance with Council policy and employment agreements

Flexible Work Arrangements

Following successful completion of probation, the incumbent may be eligible to apply for flexible work arrangements, including working from home, subject to operational requirements and Council policy

Flexi Leave

This position is: ☒ Eligible for Flexi Leave ☐ Not Eligible for Flexi Leave

Authorised by _____ **Date** _____

Employee Signature _____ **Date** _____