



POSITION DESCRIPTION

Position Title	Supervisor – Landfill
Position Code	7207
Directorate	Community & Infrastructure
Work Group	Waste Management
Position Classification	Band 4
Effective Date	October 2024

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

- 1.1** The day-to-day supervision of the Bowser Landfill licensed premises.
- 1.2** Oversee the operations of Waste Service Operators and contractors and their compliance with operational procedures, policy and EPA license conditions.
- 1.3** Ensure that a customer focussed, and continuous improvement culture of service delivery exists at the Bowser Landfill licensed premises.

2. Working Relationships

Reports to	Team Leader Organics/Landfill/Kerbside
Supervises	Waste Service Operators – Landfill

3. Key Responsibilities

3.1 Undertake the daily supervision of Waste Service Operators and Contractors in the daily operations of the Bowser Landfill licensed premises.

3.2 Observe Bowser landfill operations to detect and protect against unsafe or hazardous operating conditions; ensures provision of or provides safety instruction if needed; ensure adherence to established safety standards/procedures for staff and conducts inspections of the entire landfill site.

3.3 Provide advice to the Team Leader Organics/Landfill/Kerbside and other Council departments (if required) in relation to the landfill operational best practice.

3.4 Consult and liaise with Team Leader Organics/Landfill/Kerbside and/or Waste Management Coordinator, concerning resource requirements to carry out general landfill operations.

3.5 Regularly inspect Bowser landfill and infrastructure (haul roads, weighbridge, fences, leachate ponds, stockpiles, gas flaring systems) reporting any issues non-compliances to Team Leader Organics/Landfill/Kerbside.

3.6 Maintain waste acceptance records by using a range of software applications to collect, record, summarize, analyse, report of Bowser landfill operations.

3.7 Monitor landfill plant and equipment by ensuring daily checks, prestart checks and services are performed and liaising with the Team Leader – Workshop for servicing and maintenance requirements. Maintain vehicles used in a neat clean condition.

3.8 Maintain waste acceptance records in accordance with EPA license requirements.

3.9 Liaise with Team Leader Organics/Landfill/Kerbside and/or Waste Management Coordinator, personnel to ensure waste management programs are coordinated, standards are achieved, and resources are efficiently and effectively utilised.

3.10 From time to time assist in other areas of the Waste Team as directed, including, but not limited to: “Kerbside Collection” “Wangaratta Organics Processing Facility”, ‘Transfer Station’, ‘Ovens Street Offices’.

3.11 Other duties as reasonably requested.

3.12 On call and out of ordinary hours may be required from time to time.

4. Core Physical Requirements

4.1 Capacity to sit/drive, operate plant & equipment for long periods.

4.2 Capacity to bend the knees; step up and down from plant & equipment frequently.

4.3 Capacity to walk / negotiate uneven, hard, and sloping ground.

4.4 Capacity to turn the head left, right &/or forward frequently.

4.5 Capacity to work outdoors in all weather conditions.

4.6 Capacity and flexibility to twist at lower back.

5. Accountability and Extent of Authority

5.1 The Landfill Supervisor is responsible for the daily Bowser landfill operations and the ongoing maintenance and inspection of assets and infrastructure associated with Bowser landfill operations.

5.2 Responsible for supervising and monitoring compliance and operational objectives of staff and contractors using the Bowser landfill site.

5.3 Ability to establish rapport with internal/external stakeholders and ensure service deliverables are achieved.

5.4 Accountable for fulfilling obligations under the Occupational Health and Safety Act and Councils Occupational Health and Safety Policy.

5.5 Accountable for the maintenance of accurate records in accordance with EPA license requirements.

5.6 Regularly review daily startup checklist, ensuring that required inspections are being undertaken in accordance with Council policy and procedure, where required escalating corrective actions to Team Leader- Workshop and monitoring progress of corrective actions.

5.7 Ensure the landfill operations team adhere to Council OH&S requirements and identify training needs and with the assistance of the Team Leader Organics/Landfill/Kerbside & Waste Management Coordinator implement appropriate training programs as required.

5.8 Assist Team Leader Organics/Landfill/Kerbside & Waste Management Coordinator undertake onboarding of new staff into the landfill operations team and undertake ongoing performance reviews.

6. Judgement and Decision Making

6.1 Ensure any issues identified as a risk to the Bowser landfill operations team or members of staff are immediately reported in accordance with Council's incident reporting procedure.

6.2 Personal judgement is required in the operation of Bowser Landfill plant and equipment and the associated tasks undertaken using established operational procedures.

6.3 Responsible for determining appropriate responses or actions required when dealing with situations/ conditions encountered in the field, whilst ensuring OH&S compliance.

6.4 Guidance and advice is always available within the time available to make a choice.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Team Leader Organics/Landfill/Kerbside and/or Waste Management Coordinator, respond to enquiries and complaints relating to Bowser Landfill operations as required.

7.1.2 Undertake investigations and provide technical support to Team Leader Organics/Landfill/Kerbside and/or Waste Management Coordinator, resolve TechOne CRMS and customer enquiries.

7.1.3 Demonstrated ability to safely operate heavy plant and equipment.

7.1.1 Ability to document and maintain accurate records.

7.2 Management Skills

7.2.1 Assist in delivery of timely and quality customer service outcomes directly communicating service issues with the Customer Service Team, external contractors, customers and residents.

7.2.2 Schedule and conduct regular kerbside collection toolbox meetings with the Bowser landfill operations team to keep staff informed of OH&S matters, service delivery performance, to discuss continuous improvement initiatives and provide opportunity for staff feedback/input.

7.2.3 Actively manage Bowser landfill waste acceptance documents and associated records and databases on Councils record system (SharePoint) as required.

7.2.5 Ensure the team adherence to professional landfill operations, techniques and practices.

7.3 Interpersonal Skills

7.3.1 Be an active and positive member of the Waste Team contributing technical information on service kerbside collection service at related group meetings as required.

7.3.2 Ability to understand and follow written and verbal instructions.

7.3.3 Ability to work with and gain cooperation from other staff and customers, ability to occasionally provide on the job training and guidance.

7.3.4 Ability to work cooperatively with other team members.

8. Qualifications and Experience

8.1 Extensive experience in the operation of heavy plant and vehicles associated with existing Bowser landfill operations and possess a demonstrated ability to competently drive and operate heavy plant and equipment.

8.2 Competency and experience in driving and operating hook lift truck, compactor, traxcavator.

8.3 Current Driver Licence - Heavy Rigid (unconditional).

8.4 Developed observation and problem-solving skills.

8.5 Ability to meet objectives within a time frame.

9. Key Selection Criteria

9.1 Extensive experience in the operation of heavy plant and vehicles associated with existing Bowser landfill operations and possess a demonstrated ability to competently drive and operate heavy plant and equipment.

9.2 Competency and experience in driving and operating hook lift truck and front end Loader, traxcavator, compactor and other heavy equipment associated with landfill operations.

9.3 Developed observation and problem-solving skills.

9.4 Ability to meet objectives within a time frame.

9.5 Demonstrated ability to work cooperatively as part of a team.

9.6 A commitment to safe work practices and procedures.

9.7 Current Driver Licence - Heavy Rigid.

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
