

POSITION DESCRIPTION

POSITION: Leading Hand Landfill	
DIRECTORATE: City Infrastructure	GROUP: Water and Waste Services
SECTION: Waste Services	REPORTS TO: Coordinator Landfill
GRADE: C	EMPLOYMENT TYPE: Permanent
HOURS/WEEK: 38	POSITION No.: 1195, 1196
DATE: February 2025	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

Our City Infrastructure Directorate is responsible for planning, designing, delivering, operating and maintaining transport, open space, water and waste infrastructure for our local government area and delivering civil construction projects for clients.

THE GROUP/SECTION

Our Water and Waste Services Group is responsible for planning, delivering, operating and maintaining the City's water, wastewater facilities and networks and waste management and resource recovery facilities.

POSITION OBJECTIVES

- The position is responsible for the day to day supervision of the Landfill Operatives to ensure the effective and efficient operation of Council landfill plant, the compaction, covering and management of tipped waste at the tip face, the containment and control of surface water, soil erosion and siltation over the landfill area, active participation in implementing the Environmental Management System for the Englands Road Waste Management Facility.
- Demonstrate a commitment to Council's core values, comply with the Code of Conduct and promote the image of Council as an efficient and professional organisation.
- Demonstrate a commitment to City of Coffs Harbour's core values, comply with the Code of Conduct and promote the image of City's as an efficient and professional organisation.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
- Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
- Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
- Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
- Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
- Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Review and operate under the requirements of the Environmental Management System
- Provide reasonable operational directions to Landfill staff and contractors in consultation with Landfill Coordinator.
- To supervise the Landfill Operators to ensure the spread and compact all materials delivered at the tip face
- Ensure that the approved Landfill Lids are fitted to cover all tipped waste
- Inspect and clean regularly internal and boundary litter fences, batters, working areas, tip face and drainage lines.
- Assist in formalising a waste inspection protocol for the facility entry and at the various disposal points throughout the waste management complex.
- Perform inspections and monitoring across the site
- Report contaminated waste finds and take appropriate action
- Manage and maintain waste storage areas, truck wash bay, and stockpiles, including chemicals in the Community Recycling Centre, mattresses, chemical drums, oil drums, tyres, logs, e-waste cages and metal, as required
- Ensure vehicles and plant are maintained, including in a clean and tidy state, with particular attention to track gear, windows and operators' station
- Ensure damages, faults or breakdowns are reported accordingly and carry out minor repairs as directed.
- Use accepted earthmoving techniques to separate clean surface water from contaminated surface water.
- Install and maintain various soil erosion and siltation devices as required
- Operate, treat and maintain two sedimentation ponds
- Assist the Landfill Coordinator in formulating customer service policies for landfill operations and be accountable for their implementation and achievement of agreed guarantees.
- Monitor and review the performance of landfill operations in meeting the City's Management Plan and Branch Operational Plan, and address adverse performance where targets are not being achieved.
- When responsible for landfill operations, in rotation with other Leading Landfill Operators, ensure that team activities and priorities are coordinated
- Provide agreed team performance information to Landfill Coordinator on a regular basis.
- Assist the Landfill Coordinator to carry out induction and site orientation training for new staff members.
- Undertake projects and research as directed.
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

Internal

- Landfill Coordinator
- Team Leader
- Waste Services Team Staff
- Procurement Staff
- Group Leaders
- Section Leaders
- Other Operational and Council Sections
- Staff of the Strategic Asset Management Group
- Construction and Maintenance Group
- Contractors

OTHER POSITION REQUIREMENTS

- Based on a 38 hour week, the ordinary hours of work will be between 06:00 and 18:00 Monday to Sunday. Actual start and finish times will be in accordance with the seven (7) day rotating roster for the facility. Shift penalties in accordance with the Award will apply for ordinary hours worked at the following times; Weekdays outside of 06:00 and 18:00 – 20%, Saturdays – 50% and Sundays – 100%
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- Subject to operational requirements you may be required to be on-call outside of normal hours, with payment as per the Award.
- The following allowances apply where the position requirements and/or nature of work meet the criteria for payment in accordance with the Award or the City's EA:
 - On Call allowance
 - Level 2 Adverse Working Conditions allowance
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position will be provided with the following vaccinations:
 - Tetanus
 - Hepatitis A / Hepatitis B
- This position is located at the England's Road Landfill Site with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position may on occasions be required to work outside of the City area for extended periods. Appropriate allowances or reimbursement will be provided.
- This position involves working in a predominantly outdoor environment where a varying range of temperatures, weather conditions and walking surfaces may be experienced. The position requires a moderate level of aerobic and physical fitness to undertake regular physical activities such as walking, lifting, pulling, pushing along with the capacity to maintain normal manual handling tasks across the work day – depending on the nature of the tasks undertaken. The use of relevant work method statements and appropriate WHS standards are an integral part of the role. A full functional and medical assessment is required for this position.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Certificate III in Civil Construction, or equivalent relevant experience
- Minimum two (2) years previous experience on at least one of the following machines:
 - Waste Compactor, Track loader, Excavator, Front-end loader
- National Construction & Induction Certification ('Whitecard')
- Demonstrated customer service and interpersonal skills
- Demonstrated ability to work in a team environment
- Current Class HR NSW Drivers Licence
- Forklift Licence (Class LF) or obtain within an agreed timeframe
- Available to work a 7 day a week rotating roster.

Desirable

- Experience in the Waste Industry
- Understanding of landfill operations
- Current First Aid Certificate
- Asbestos awareness training
- Drum Muster training
- Forklift Licence (Class LF)

CAPABILITIES

- Demonstrated written, verbal and numeracy skills
- Demonstrated knowledge and capability in working with contractors and customers visiting the site through agreed working practises.
- Demonstrated high level communications skills with proven strengths in providing clear instructions in relation to approved safe working practises.
- Demonstrated time management skills.
- Ability to work well under pressure i.e., prioritise tasks, manage time effectively and adapt to change maintaining a calm demeanour.

Position Demands Analysis

Leading Hand Landfill

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
Sedentary work lifting 0-4.5kg	1	Elevating arms above shoulder height	1	Climbing to access / exit excavations	1
Light work lifting 4.5-9.1kg	1	Extend arms for reaching	1	Kneeling for extended periods	0
Medium work lifting 9.1-22.7kg	1	Sitting for extended periods	2	Crawling	0
Heavy work lifting 22.7-45.5kg	1	Standing for extended periods	2	Balancing	1
		Walking for extended periods	2	Hearing above background noise	2
Repetitive Lifting	1	Walking on uneven ground	2	Depth perception	1
Pulling Loads > 5kg	1	Frequent bending / stooping	2	Colour vision	1
Pushing loads > 5kg	1	Shovelling / digging	1	Fine manipulation	1
Lifting with trunk twisting	1	Throwing	1		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	3	Dust Mask / Respirator	1	Reflective vest	3
Hard hat	1	Protective eyewear	1	Breathing Apparatus (BA)	0
Ear plugs / muffs	2	Gloves	1		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	3			Odours	3
Liquids	1			Mists / Fumes	1
Herbicide spraying	1			Possible exposure to sharps	2
Pesticide spraying	1			Possible exposure to Tetanus	2
Gases / Vapours	1			Possible exposure to Hepatitis A, B, C	0
Working with solvents	0			Possible exposure to blood / bodily fluids	0
				Possible exposure to plant pathogens	1
PHYSICAL/PSYCHOLOGICAL					
Inside work	1	Working near machinery	3	Slippery surfaces	1
Outside work	3	Operating machinery	3	Low light areas	0
Confined spaces	0	Vibration	2	Shift work	0
Working alone	2	Working at heights	0	Use of computer for screen based activities	1
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged Driving (periods > 2hrs)	0
Working with cold substances	0	Low Temps < 3 degrees	0	Violence / aggression from customers	2
Noisy work areas	3	Fatigue	1	Violence / aggression from animals / wildlife	1