

## **POSITION DESCRIPTION**

|                                         |                                                          |
|-----------------------------------------|----------------------------------------------------------|
| <b>POSITION:</b> Supervisor Landfill    |                                                          |
| <b>DIRECTORATE:</b> City Infrastructure | <b>GROUP:</b> Water and Waste Services                   |
| <b>SECTION:</b> Waste Services          | <b>REPORTS TO:</b> Team Leader Waste Facility Operations |
| <b>GRADE:</b> E                         | <b>EMPLOYMENT TYPE:</b> Permanent Full Time              |
| <b>HOURS/WEEK:</b> 38                   | <b>POSITION No.:</b> 1227                                |
| <b>DATE:</b> August 2026                |                                                          |

### **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.

## **KEY ACCOUNTABILITIES**

### **Work Health & Safety (WHS)**

Contribute to a safe working environment by:

- Demonstrating safe workplace 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**

- Supervise site operations to ensure activities are conducted in accordance with the Environmental Management System.
- Operate the compactor, track loader, excavator, water truck, tip truck, forklift and any other plant assigned to you and the landfill operatives efficiently and effectively, and to meet the required technical, safety and environmental standards and all legal requirements.
- To supervise the landfill operatives to ensure the spread and compact all materials delivered at the tip face in accordance with best practice operations of landfills.
- Manage and maintain waste storage areas and stockpiles, including chemicals in the Community Recycling Centre, mattresses, chemical drums, oil drums, tyres, logs, e-waste cages and metal, as required by the Environmental Management System and as instructed by the Team Leader Waste Operations.
- Operate and maintain two sedimentation ponds including treatment with gypsum to flocculate ponds, taking water samples and meter readings, and performing discharges of clean water to the environment, in accordance with the City's procedures and as directed by the Team Leader Waste Operations
- Assist the Team Leader Waste Operations in formalising a waste inspection protocol for the facility entry and at the various disposal points throughout the waste management complex.
- Ensure routine daily checks are undertaken on all Council owned or operated vehicles and plant and report any damage, faults or breakdowns to plant or vehicles in accordance with City procedures.
- Ensure that all contact with staff and customers promotes a positive image of the City of Coffs Harbour and the landfill operation and complies with the City's Code of Conduct in relation to all dealings with colleagues, contractors and the public.
- Provide operational supervision to Leading Hands and Landfill Operators, ensuring clear direction, coordination of activities and accountability for site performance.
- Ensure that team activities and priorities are coordinated to meet the requirements of the Environmental Management System, provide agreed team performance information to Team Leader Waste Operations on a regular basis.
- Ensure that all timesheets, plant sheets, and other documentation required by the organisation are completed accurately and within agreed timeframes.
- Assist the Team Leader Waste Operations to carry out induction and site orientation training to new staff members.
- Be willing to undertake any training considered necessary for the position.
- Train others in your own areas of experience and expertise in order to meet the organisation's competency based training needs.

## **KEY RELATIONSHIPS**

### **Internal**

- Executive Leadership team of the City
- Group Leader Water and Waste Services and Section Leader Waste Services
- Waste Services Team Leaders and Technical Staff
- Landfill Leading Hands and Operators
- Other City of Coffs Harbour staff

### **External**

- Contractors
- Members of the Public/Customers

## **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 within this span will be arranged with your People Leader. 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%
  - 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 is located at the Englands Road Waste Management Facility, 31a Englands Road Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- 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 three of the following machines:
  - Waste Compactor, Track loader, Excavator, Front-end loader
- National Construction & Induction Certification ('Whitecard')
- Demonstrated experience managing a civil works or landfill operations team
- Current Class HR NSW Drivers Licence

### **Desirable**

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

## **CAPABILITIES**

- Demonstrated understanding of landfill and waste facility operations, including landfill cell development, waste compaction, cover practices, surface water management and environmental controls.
- Capability to provide effective day-to-day supervision of operational staff, including setting priorities, allocating tasks, monitoring performance and reinforcing safe work practices.
- Demonstrated ability to apply Environmental Management System and Work Health and Safety requirements in a practical, operational context to manage risks and ensure compliance.
- Sound interpersonal and communication skills, with the ability to provide clear direction, address issues constructively and maintain professional working relationships with staff, contractors and customers.
- Ability to coordinate day-to-day site activities to meet operational requirements, manage competing demands and respond to unplanned operational issues.
- Demonstrated capability to identify hazards, assess risks and take appropriate corrective action in a dynamic, high-risk operating environment.
- Ability to recognise performance or conduct issues and escalate matters appropriately in accordance with City procedures and direction from the Team Leader.
- Demonstrated ability to complete operational documentation accurately and on time, including inspections, records, reports and timesheets.
- Capacity to train and support staff through on-the-job coaching and sharing of experience and technical knowledge.
- Ability to work collaboratively as part of a broader waste services leadership team, following direction and contributing to improved site performance and outcomes.

## Position Demands Analysis

### Supervisor 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                                                                      |   |                                      |   |                                               |   |
|--------------------------------------------------------------------------------------------|---|--------------------------------------|---|-----------------------------------------------|---|
| <i>All Lifting to be undertaken using effective risk based manual handling techniques.</i> |   |                                      |   |                                               |   |
| Sedentary work lifting 0 - 4.5kg                                                           | 1 | Elevating arms above shoulder height | 1 | Climbing to access / exit excavations         | 2 |
| Light work lifting 4.5 - 9.1kg                                                             | 1 | Extend arms for reaching             | 3 | Kneeling for extended periods                 | 0 |
| Medium work lifting 9.1 - 22.7kg                                                           | 1 | Sitting for extended periods         | 3 | Crawling                                      | 0 |
| Heavy work lifting 22.7 - 45.5kg                                                           | 1 | Standing for extended periods        | 2 | Balancing                                     | 1 |
| Repetitive Lifting                                                                         | 0 | Walking for extended periods         | 1 | Hearing above background noise                | 1 |
| Pulling Loads > 5kg                                                                        | 0 | Walking on uneven ground             | 2 | Depth perception                              | 2 |
| Pushing loads > 5kg                                                                        | 0 | Frequent bending / stooping          | 1 | Colour vision                                 | 3 |
| Lifting with trunk twisting                                                                | 1 | Shovelling / digging                 | 1 | Fine manipulation                             | 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                                                                          | 1 | Gloves                               | 1 |                                               |   |
| EXPOSURES                                                                                  |   |                                      |   |                                               |   |
| CHEMICALS                                                                                  |   | CHEMICAL NAME/TYPE                   |   | BIOLOGICAL                                    |   |
| Dusts                                                                                      | 2 |                                      |   | Odours / Mists / Fumes                        | 2 |
| Liquids                                                                                    | 1 |                                      |   | Possible exposure to sharps                   | 2 |
| Herbicide spraying                                                                         | 0 |                                      |   | Possible exposure to Q Fever                  | 3 |
| Pesticide spraying                                                                         | 0 |                                      |   | Possible exposure to Tetanus                  | 3 |
| Gases / Vapours                                                                            | 3 |                                      |   | Possible exposure to Hepatitis A, B, C        | 3 |
| Working with solvents                                                                      | 0 |                                      |   | Possible exposure to blood / bodily fluids    | 1 |
|                                                                                            |   |                                      |   | Possible exposure to plant pathogens          | 1 |
| PHYSICAL/PSYCHOLOGICAL                                                                     |   |                                      |   |                                               |   |
| Inside work                                                                                | 0 | Working near machinery               | 3 | Slippery surfaces                             | 2 |
| Outside work                                                                               | 3 | Operating machinery                  | 3 | Low light areas                               | 1 |
| Confined spaces                                                                            | 0 | Vibration                            | 3 | Shift work                                    | 1 |
| Working alone                                                                              | 1 | Working at heights                   | 1 | Use of computer for screen-based activities   | 1 |
| Working with hot substances                                                                | 0 | High Temperatures > 38 degrees       | 1 | Prolonged driving periods > 2hrs              | 3 |
| Working with cold substances                                                               | 0 | Low Temperatures < 3 degrees         | 0 | Violence / aggression from customers          | 1 |
| Noisy work areas                                                                           | 3 | Fatigue                              | 3 | Violence / aggression from animals / wildlife | 1 |