

POSITION DESCRIPTION

POSITION: Landfill Operator	
DIRECTORATE: City Infrastructure	GROUP: Water and Waste Services
SECTION: Waste Services	REPORTS TO: Landfill Supervisor
GRADE: C	EMPLOYMENT TYPE: Permanent Full Time
HOURS/WEEK: Various	POSITION No.: Various
DATE: April 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 effective and efficient operation of the City of Coffs Harbour 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 the City's core values, comply with the Code of Conduct and promote the image of the City 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

Control of Landfill Operations

- To spread and compact all materials delivered at the tip face in accordance with best practice operations of landfills.
- Ensure that approved cover material when used is spread and compacted to all tipped waste in accordance with the requirements of the Environmental Management System.
- Ensure that the approved Landfill Lids are fitted to cover all tipped waste in accordance with the requirements of the Environmental Management System.
- 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.
- Report contaminated waste finds to the responsible person and take appropriate action in accordance with the Environmental Management System.
- Handle all waste products in accordance with the Environmental Management System.
- Control odours from active tip area as required by the Environmental Management System.
- Clean and maintain the truck wash bay and plant wash bay facilities
- Clean and maintain the staff amenities 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
- Perform Drum Muster inspections.
- Monitor leachate and ground water pumps

Plant Operation and Maintenance

- Operate the compactor, track loader, excavator, water truck, tip truck, forklift and any other plant assigned to you efficiently and effectively, and to meet the required technical, safety and environmental standards and all legal requirements.
- Carry out routine daily checks on all City owned or operated vehicles and plant.
- Ensure vehicle and plant are maintained, including in a clean and tidy state, paying attention to track gear, windows and operators station.
- Report any damage, faults or breakdowns to plant or vehicles t
- Report any damage to buildings or infrastructure including 'Landfill Lids' and carry out minor repairs as necessary

Surface Water Management

- Use accepted earthmoving techniques to separate clean surface water from contaminated surface water.
- Install and maintain various soil erosion and siltation devices as required by the Environmental Management System
- Operate and maintain two sedimentation ponds including treatment with gypsum to flocculate ponds, taking water samples and metre readings, and performing discharges of clean water to the environment

General

- Ensure that landfill customers are adequately informed where adverse impacts are experienced.
- Monitor and review the performance of landfill operations in meeting the City of Coffs Harbour's Management Plan and Branch Operational Plan, and address adverse performance where targets are not being achieved.
- Undertake projects and research as directed.
- Undertake other tasks/duties as directed– that are within the skills, capability and training of the employee.

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 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%
 - Sundays – 100%.The seven (7) day rotating roster attracts additional Award entitlements, including 5 weeks of Annual Leave per year.
- 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:
 - Level 2 Adverse Working Conditions Allowance
 - On Call 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 England's Road Waste Facilities 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
- Experience and relevant tickets on at least one of the following machines:
 - Waste Compactor, Track loader, Excavator, Front-end loader
- National Construction & Induction Certification ('Whitecard')
- Current Class HR NSW Drivers Licence

Desirable

- First Aid Certificate
- Asbestos awareness training
- Experience in the Waste Industry
- Experience in landfill operations or similar
- Forklift Licence (LF class)
- DrumMUSTER training

CAPABILITIES

- Understanding of landfill operations, waste acceptance protocols and Environmental Management System requirements
- Demonstrated customer service and interpersonal skills
- Demonstrated ability to work in a team environment
- Demonstrated ability in operating plant and equipment (e.g. compactor, track loader, excavator, water truck, forklift) safely and efficiently
- Demonstrated knowledge and capability in working with contractors and customers visiting the site through agreed working practises
- Demonstrated written, verbal and numeracy skills
- Demonstrated time management skills

Position Demands Analysis

Landfill Operator

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	0
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	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	2
Pulling Loads > 5kg	0	Walking on uneven ground	2	Depth perception	2
Pushing loads > 5kg	0	Frequent bending / stooping	1	Colour vision	2
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	3	Asbestos / Silica	1	Odours / Mists / Fumes	3
Liquids	1			Possible exposure to sharps	3
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	1
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	0	Violence / aggression from animals / wildlife	0