POSITION DESCRIPTION

POSITION: Leading Hand Landfill	
DIRECTORATE: City Infrastructure	**GROUP:** Water and Waste Services
SECTION: Waste Services	**REPORTS TO:** Supervisor Landfill
GRADE: C	**EMPLOYMENT TYPE:** Permanent Full Time
HOURS/WEEK: 38	**POSITION No.:** 1195, 1196
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 provides day-to-day operational coordination and on-site support for landfill activities to assist the effective and efficient operation of City of Coffs Harbour landfill plant. This includes the placement, compaction and covering of waste at the tip face, implementation of surface water, erosion and siltation controls, and practical support of the Environmental Management System at 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

- Provide day-to-day operational coordination and act as the on-site point of contact during rostered shifts, supporting landfill operations and escalating issues to the Supervisor Landfill in accordance with procedures, without formal supervisory responsibility.
- Coordinate and carry out the placement, spreading, compaction and covering of waste at the tip face in accordance with best practice landfill operations and Environmental Management System (EMS) requirements.
- Maintain clean and safe working areas through regular inspection and cleaning of litter fences, batters, drainage lines, tip face and operational areas, and advise customers of service impacts where required.
- Carry out waste inspection and handling activities in accordance with EMS requirements, reporting contaminated or non-conforming waste to the Supervisor Landfill and taking appropriate action as directed. Maintain waste storage areas and stockpiles, including materials within the Community Recycling Centre, in accordance with EMS requirements and Supervisor instructions.
- Operate landfill plant and equipment safely and efficiently in accordance with licensing, training, safety, environmental and legal requirements.
- Conduct routine plant checks, maintain vehicles and equipment in a clean and serviceable condition, report faults or damage in accordance with procedures, and ensure appropriate handover between operators.
- Monitor landfill infrastructure and environmental controls, report damage or issues, and assist with minor repairs and erosion and water management works as directed.
- Assist with the operation and maintenance of sedimentation ponds, including sampling, monitoring and controlled discharges, in accordance with procedures and Supervisor direction.
- Work cooperatively with team members and interact professionally with customers and contractors to promote a positive image of Council and effective landfill operations.
- Support site inductions and share practical knowledge with team members, and participate in training required to maintain competencies relevant to the role.
- 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 and Technical Staff
- Team Leader Waste Facility Operations and Supervisor Landfill
- Other City of Coffs Harbour staff

External

- Contractors
- Members of the Public

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%.
- 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 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 lll 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

- Demonstrated sound understanding of landfill operations, waste acceptance protocols and Environmental Management System requirements, with the ability to support day-to-day coordination of site activities.
- Demonstrated effective interpersonal, communication and customer service skills, with the ability to provide guidance to team members and liaise appropriately with customers and contractors on site.
- 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 written, verbal and numeracy skills
- Demonstrated time management skills

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	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
Very Heavy work lifting >45.5kg	1	Walking for extended periods	1	Hearing above background noise	1
Repetitive Lifting	0	Walking on uneven ground	2	Depth perception	2
Pulling Loads > 5kg	0	Frequent bending / stooping	1	Colour vision	3
Pushing loads > 5kg	0	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	1	Gloves	1		
EXPOSURES					
CHEMICALS		**CHEMICAL NAME/TYPE**		**BIOLOGICAL**	
Dusts	2			Odours	2
Liquids	1			Mists / Fumes	2
Herbicide spraying	0			Possible exposure to sharps	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
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 Temps < 3 degrees	0	Violence / aggression from customers	1
Noisy work areas	3	Fatigue	3		