

## **Job Vacancy 21/36**

### **Landfill Operator (Casual)**

Council is seeking applications for a casual Landfill Operator to provide relief during periods of leave at the Kirknie Road landfill.

The key responsibilities include:

- Opening and securing the site each operating day.
- Controlling and directing general public and any contractors operating on site.
- Determining correct waste disposal charges and waste levy to be applied.
- Receive and account for money received from customers in payment.
- Operation of weighbridge and associated technology.
- Daily pushing, compacting and covering waste, and completing tasks in a safe and timely manner.
- Completion of daily checklists, leachate level records and banking reconciliation forms.
- Monitoring and maintenance of segregated waste and storage areas (green waste, concrete, metals etc.).
- Ensuring waste acceptance criteria are met.
- Undertake daily machinery maintenance prior to machinery start-up (six-point check).
- Conduct basic preventative maintenance and clean plant as required.

Applicants should familiarise themselves with the entire position description.

The hourly rate for this position is \$30.66 plus the applicable casual loading.

Applications for **21/36 – Landfill Operator (Casual)** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria
- Copies of relevant qualifications and licences

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – [employment@burdekin.qld.gov.au](mailto:employment@burdekin.qld.gov.au)
- Mail – Confidential Application No. 21/36, PO Box 974, Ayr Qld 4807

Applications will remain open until the position is filled.

For further information please contact the Coordinator Waste Services – Mitul Desai on (07) 4783 9800.

It is essential to respond to each criterion explaining how you have demonstrated each skill or quality, with examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

**Essential**

1. Operational experience with any of the following machinery:

- Excavator
- Grader
- Compactor
- Front-end Loader

Note: A practical test may be conducted as part of the interview process.

2. Demonstrated experience in providing face-to-face customer service including receiving and accounting for public money.
3. Demonstrated literacy and numeracy skills used in the workplace.
4. Demonstrated skills in the operation and use of computers with a demonstrated ability to quickly acquire knowledge of new systems and software.

**Desirable**

1. Current first aid certificate.
2. Certificates of competency to operate machinery including Excavator, Grader, Compactor, and Front-end Loader.
3. Demonstrated experience working at a landfill site.

<b>Position Number</b>	30200
<b>Certified Agreement</b>	Burdekin Shire Council Certified Agreement
<b>Award</b>	Queensland Local Government Industry (Stream B) Award – State 2017
<b>Award Section</b>	Section 5 – Operational Services
<b>Award Level</b>	Level 6
<b>Reports To</b>	Coordinator Waste Services
<b>Place of Employment</b>	Kirknie Road Landfill, Home Hill

## Position Objective

Operate and conduct daily waste management operations at the Kirknie Road landfill site in accordance with Council and legislative requirements.

## Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Opening and securing the site each operating day.
- Controlling and directing general public and any contractors operating on site.
- Determining correct waste disposal charges and waste levy to be applied.
- Receive and account for money received from customers in payment.
- Operation of weighbridge and associated technology.
- Daily pushing, compacting and covering waste, and completing tasks in a safe and timely manner.
- Completion of daily checklists, leachate level records and banking reconciliation forms.
- Monitoring and maintenance of segregated waste and storage areas (green waste, concrete, metals etc.).
- Assistance with maintenance of the site including internal roads, hardstands, firebreaks, drains and any sediment or leachate ponds and facilities.
- Construction of embankments and other earthworks as directed.
- Construct bund/drain around active landfill area to prevent clean surface water entering the landfill.
- Preparation of cover material, including excavation and stockpiling.
- Maintenance of fence lines, litter fences and surrounding areas free of litter.
- Installation of litter fences as required.
- Prestart inspections of plant and equipment.
- Implementing remedial or emergency actions as required.
- Knowledge of Council's waste acceptance criteria and ensuring onsite customers meet them.

- Performance of various non-trade tasks incidental to the work area.
- Other duties as directed in accordance with the award.
- Meet obligations under the Work Health and Safety Act 2011
- Assist the Coordinator Waste Services and Safety & Productivity Coordinator with investigations and implementation of improvements.
- When required, the employee must wear a scheduled check-in reporting device (GPS communicator) during working hours.
- Wear and maintain all personal protective equipment supplied by Council in line with the relevant policy. This includes long-sleeved shirts (tucked-in), steel-capped boots and a broad brimmed hat.

**Machinery Maintenance**

- Undertake daily machinery maintenance prior to machinery start-up (six-point check).
- Conduct basic preventative maintenance and clean plant as required.
- Ensure contract servicing is organised and minor servicing and maintenance of plant and equipment is conducted according to manufacturer's specifications.

**Award Classification**

These classification characteristics are drawn directly from the Queensland Local Government Industry Award (Stream B) and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

**Characteristics of level 6**

Employees would exercise trade or equivalent skills at a higher level than that applicable in Level 5. The work would generally involve the application of such skills in a more complex area or to a more advanced degree. The work would generally be performed under remote supervision.

**Position Requirements****Knowledge**

- Knowledge of site-based management plans and environmental approval conditions for the operation of the landfill, including waste acceptance criteria.
- Knowledge of personal protective equipment necessary to minimise risk of injury and illness.
- Knowledge of the operation of plant and machinery in accordance with manufacturer's specifications.
- Knowledge of required record keeping.
- Sound knowledge of Council's computer systems and software, including Microsoft Office 365.
- Knowledge of Work Health and Safety Act 2011, with considerations relevant to waste disposal.
- Knowledge of Council's incident reporting procedures.
- Knowledge of service levels required and of preventative machinery maintenance.
- Understanding of customer focus in Council's operations.
- Knowledge of Council's emergency procedures.

**Skills**

- Practical skills in the operation of plant and machinery used in landfill operations.
- Computer skills to operate receipting and weighbridge software.
- Problem solving skills.
- Basic cash handling skills.
- Sound record-keeping skills.
- Well-developed interpersonal skills.
- Sound customer service skills.
- Effective oral communication skills.
- Sound literacy and numeracy skills.
- Sound time-management skills.
- Sound work planning and organisational skills.
- Sound workplace and situation risk assessment skills.
- Work autonomously or with limited supervision.
- Follow directions from Supervisors.

**Abilities**

- Physical ability necessary to undertake manual handling and labouring for extended periods outdoors.
- Ability to quickly learn computer systems and software used in the workplace.
- Ability to work in an environment containing noxious materials.

**Other Requirements**

- On appointment, a satisfactory result from a pre-placement medical fitness for driver / operator (Truck, Plant, Labourer, medium to heavy lifting).
- Immunisation record for Hepatitis A and Hepatitis B.
- Personal characteristics of honesty, integrity, commitment, enthusiasm, adaptability and the ability to deal with pressure.

**Experience and Qualifications**

- Minimum of Class C driver's licence.
- Possession of competencies in operation of Excavator, Compactor, Grader, and Front-end Loader with practical experience in their safe operation.
- First Aid certificate.
- Experience working at a landfill site.

**Core Competencies**

These competencies relate to Award Level 6 positions:

**Teamwork**

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

**Customer Service**

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.

**Communication**

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Actively listen.

**Quality**

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.

**Environment**

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.

**Work Health and Safety**

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

**Efficiency**

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

**General**

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.

2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.