



NORTHERN PENINSULA AREA REGIONAL COUNCIL POSITION DESCRIPTION

Position number		Date of last review	2024
Position Title	Solid Waste Leading Hand		
Award	Queensland Local Government Industry (Stream B) Award – State 2017		
Classification	Stream B Band 2 Level 2 (Depending on Experience and Qualifications)		
Division	Operation Services		
Branch	Works		
Section	Waste and Wastewater		
Location	Umagico Transfer Station and Injinoo Landfill		
Employment Type	Full-time Permanent		
Hours of Duty	38hrs/week		
Supervisor	Waste and Wastewater Supervisor		
Direct Reports	6		

1. ORGANISATIONAL ENVIRONMENT:

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water, and native vegetation resources, whilst protecting the rights and interests of both the individual and the community.

The Northern Peninsula Area Council Vision is:

With Respect and pride, we build a future for our children based on unity, equitable self-governance, education, and culture.

The Council is charged with the responsibility of ensuring a wide range of local government services are available throughout the communities of the Northern Peninsula Area including housing, kerb-side collection of rubbish and land-fill disposal, potable water supplies, effective wastewater disposal systems and a range of community services.

2. PRIMARY OBJECTIVES OF THE POSITION:

Reporting to the Waste and Wastewater Supervisor, this role is responsible for supervising and providing landfill services at the Northern peninsula Area Regional Council (NPARC) Landfill site and Transfer Site to ensure the efficient operation of the disposal site. The role will focus on ensuring compliance with statutory and regulatory requirements as well as providing high standards of customer service to members of the public.

3. CONDITIONS OF EMPLOYMENT:

The conditions of employment for this position are in accordance with the *NPARC Certified Agreement 2023*, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

4. **WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:**

The employee shall comply, so far as is practicable, with the *Workplace Health and Safety Act*, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

5. **KEY ACCOUNTABILITIES:**

Duties and responsibilities include but are not limited to:

- Daily delegation of tasks/duties, plant and equipment as per employee's capabilities in consultation with the Wastewater and Solid Waste Supervisor.
- Allocation of works for council's plant and equipment working around breakdowns or limitations of equipment.
- Checking loads of rubbish for asbestos, oil, tyres, batteries, chemicals and other hazardous goods and arrange appropriate disposal of these goods.
- Directing traffic at NPA waste facilities to correct tipping areas and assist clients with tipping of rubbish;
- Recording all waste entering and leaving the NPA water facilities
- Seeking ways to improve performance in association with other team members and the Supervisor.
- Working in accordance with Councils policies, procedures, processes and specifications.
- Ensuring Workplace Safety and Health (WSH) requirements are adhered to in the course of duties.
- Any other reasonable duties as directed by the Waste and Wastewater Supervisor and/or line management within known skills, knowledge and capabilities.
- Operation of Vehicles, Plant and Equipment as required, to ensure waste collection, transfer and disposal is Additionally, this position may be required to conduct other duties as lawfully directed by the reporting supervisor and/or manager.

Essential Job functions

- Assist with reviews and updates the landfill operations plan, storm water pollution prevention plan,
- Environmental monitoring plan and integrated contingency plan.
- Collects samples and/or performs testing of water, soil and landfill gas as needed.

6. **SELECTION CRITERIA**

Essential:

1. Current Manual drivers license (minimum HR)
2. Machinery Operator Ticket, (excavator, forklift, backhoe)
4. Demonstrated record of reliability and work commitment
5. Awareness of hygiene and environmental protection agency requirements
7. Ability to use equipment and machinery associated with the delivery of landfill services
8. Ability to provide a high standard of service to customers

9. Ability to work as part of a team, setting an example to others
10. Understanding of WH&S requirements as they relate to solid waste collection, storage, transfer and disposal.
11. Understanding of local indigenous issues

Desirable:

1. Able to work in hot and wet conditions.
2. Possession of a current 30215 Queensland General Safety Induction (Construction)

7. PERFORMANCE INDICATORS:

- Completion of all duties (as noted above) in a timely and efficient manner.
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all Council policies and procedures
- Compliance with relevant WH&S standards
- Compliance with the Council’s Code of Conduct
- Modelled high standard of behaviour and work effort for others to follow
- Safe work practices developed and followed
- Effective working relationships within team and Council and with community and external agencies; conflicts managed constructively.
- Knowledge of systems and standards used to continuously improve efficiency and effectiveness of team
- Demonstrated flexibility to shift priorities and move resources to other work to meet demand
- Effective working relationships maintained; conflicts dealt with constructively
- High standards of work quality and behaviour. Build and sustain positive relationships with team members, stakeholders and clients.
- Importance of workplace health and safety is understood and shared with others
- High standards of work quality and behaviour earned respect in the community and within NPARC
- High standards of work quality and behaviour that promotes NPARC within the community
- Help other team members when needed.

We agree that this Position Description accurately reflects the role.

Signed in Acceptance of the Position

Employee Name: _____ Signature: _____ Date: _____
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Exec. Manager Name: _____ Signature: _____ Date: _____
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