

KATHERINE TOWN COUNCIL
POSITION DESCRIPTION



Position Title: Waste and Environment Officer	Position Level: 4
Department: Environment and Regulatory Services	Accountable to: Manager – Compliance, Environment and Regulatory Services
Responsible for the supervision of:	N/A

VALUES	MISSION
Service Responsiveness Involvement Responsibility Equity Accountability	To provide a sustainable and prosperous environment for the people of the Katherine Region through growth, opportunity and tolerance.

RESULTS	We are dedicated to serving our community and will listen to and proactively respond to their needs.
RELATIONSHIPS	We will partner with our community and our stakeholders to create sustainable honest relationships.
REASONS	We deliver results that align with our strategic direction and serve our community

PURPOSE	<i>Support Katherine Town Council's Waste Management Facility in promoting sustainable, environmentally friendly and cost-effective methods as well as unifying principles of waste reduction and conservation of natural resources. Provide excellent customers service, reuse and recycling skills and knowledge. Skilfully conduct best practices that assist in the construction and maintenance of the infrastructure and naturally assembled environment of Council facilities.</i>
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KEY RESPONSIBILITIES

- Foster strong working relationships with the Waste Management Facility and Depot employees that enables cohesion and collaboration in the work environment
 - Undertake Administrative duties such as the collection of fees and charges at the Waste Management Facility and assist in customer service tasks as required and/or during times of when employees take leave.
 - Monitor, promote, assist and provide directions to facility users regarding the separation of waste and materials and direct the placement of such materials to the correct area.
 - Ensure the Waste Management Facility is maintained in a neat and tidy condition, undertake regular wash downs of sealed/unsealed surfaces, conduct weed control practices such as slashing and mowing. Load recovered materials from stockpile areas. (Crushed Concrete/Vegetation/Domestic Rubbish)
 - Undertake general labouring duties including the maintenance of the landfill site (i.e. road access, tip front approach, dirt excavation, dust suppression, etc).
 - Maintain the compaction and land grading at the Waste Management Facility
 - Performing green waste chipping and mulching as required.
 - Maintain the correct fire impact zones throughout the Waste Management Facility.
 - Safely operate Waste Management Facility and Depot plant and equipment
 - Ensure minor routine maintenance are conducted on the Waste Management Facility and Depot plant equipment, liaising with the Fleet and Logistics Officer and Waste Management leading hand on services and repairs as required.
 - Contribute to the beautification of the Katherine's municipality through on the ground maintenance of Council facilities, parks and gardens
 - Support ongoing and future grounds work by assisting in the design, construction and maintenance of Katherine Town Councils Infrastructure and natural environment.
 - Maintain a safe work site and safely conduct plant and equipment operations, ensuring the safety of the public members and other employees at the Waste Management Facility are in accordance with Workplace Health and Safety guidelines.
 - Observing safe work practices as directed, warranting the use of personal protective equipment as and when required.
 - The ability to identify and report problematic issues, verbal and written communications in a day to day working situation.
 - The safe handling of hazardous materials including asbestos and chemical waste to ensure all Environmental Protection Authority legislative and licence requirements are met.
 - Undertake a variety of duties that assists the Katherine public and commercial operations to better use the Waste Management facility and undertake resource recovery, rubbish control and rubbish collection duties as needed
 - Ongoing implementation and management of Council's Workplace Health and Safety, and Risk Management programs.
 - Assist in the implementation of the Katherine Town Council Local Counter Disaster Sub-Plan in the event of a disaster.
- Other responsibilities as shall be reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties

LEVEL OF RESPONSIBILITY

- Responsible for completion of regularly occurring tasks with general guidance in a daily basis. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels.
- The nature of the work is clearly defined with procedures well understood. Tasks performed may involve selection from a range of existing techniques, systems, equipment, methods or processes. Guidance is available from Executive or Senior staff members.
- Application of developed skills acquired through on-the-job training or accredited external training over a number of months.
- Provide employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures. Employees may lead small groups of employees at the 'work face'.
- Employees at this level require communication skills to enable them to effectively communicate with clients, other employees and members of the public and in the resolution of minor matters.

SELECTION CRITERIA

- Good interpersonal and communication skills with the ability to relate to a wide variety of client groups.
- Excellent problem-solving skills.
- Ability to work in a team as well as unsupervised and in accordance with all Workplace Health and Safety requirements.
- Demonstrated experience in working and operating heavy machinery.
- Demonstrated experience in maintenance grading.
- Knowledge of basic machinery operation and general plant and machinery maintenance skills.

ESSENTIAL:

- A current Northern Territory Driver's Heavy Rigid class licence

DESIRABLE:

- Relevant Certificate qualification.
- Qualification/accreditation in Front Load Operator and Dozer.
- SmartTrain (Chem Certification)

ORGANISATIONAL RELATIONSHIP

The position's reporting and team membership is in accordance with the Council's organisations chart.

DELEGATION

Delegations are in accordance with the latest *Instrument of Delegation of Powers and Functions*

PERFORMANCE STANDARD

The extent to which the stated key responsibilities are achieved in both the position description and personal performance work plan.

PREPARED BY
DATE ISSUED
SUPERVISOR
APPROVED BY

ADMINISTRATION OFFICER
DECEMBER 2018
MANAGER COMPLIANCE, ENVIRONMENT AND REGULATORY SERVICES
CHIEF EXECUTIVE OFFICER