



JOB SPECIFICATION

POSITION DESCRIPTION

Position: **LANDFILL OPERATOR**

Responsible to: Operations Manager and/or Landfill Supervisor

Purpose: To be responsible for the daily operations of the landfill, including maintenance and housekeeping.

<i>Key Tasks</i>	<i>Performance Standards</i>
1. To be responsible for the daily operations of the landfill.	<ul style="list-style-type: none"> - Undertake the compaction of waste within the landfill utilising the waste compactor. - Undertake the spreading and distribution of waste utilising the excavator and waste compactor. - Undertake the spreading of daily cover material over compacted waste on an ongoing basis.
2. To be responsible for maintenance and housekeeping.	<ul style="list-style-type: none"> - Undertake housekeeping and inspection of mobile plant. All faults are to be reported to the Landfill Supervisor/Operations Manager. - Undertake fuelling, greasing and minor maintenance of vehicles as required.
2. To be responsible for ensuring that waste is compliant with company protocols.	<ul style="list-style-type: none"> - Undertake the checking of delivered waste to ensure that it complies with the Waste Acceptance Protocol, and the immediate reporting of any non-complying waste to the Landfill Supervisor/Operations Manager.
3. To be responsible for the housekeeping and maintenance of the landfill site and roads.	<ul style="list-style-type: none"> - Reposition the portable waste screens and signs to the waste tipping areas on a daily basis. - Maintain the landfill site in a clean and tidy condition, including removing windblown waste from netting catch fences. - Maintain access roads to and from the landfill utilising the excavator. - Maintain the site roads utilising the road sweeper/water cart and other necessary means.
4. Team responsibilities	<ul style="list-style-type: none"> - Effectively communicate with Landfill Supervisor and Operations Manager as required.

Employer Employee

	<ul style="list-style-type: none"> - Act as an effective team member, including communicating effectively with entire team. - Help to create a fun, supportive environment to work in. - Contribute to the team, letting others know information that may be useful or important. - Help and support others in the team if needed. - Have a good attitude to learning new things and using this knowledge. - Work productively as part of the team.
<p>5. Adhere to all Health and Safety policies and procedures.</p>	<ul style="list-style-type: none"> - Understand and meet obligations as required of the Health and Safety in Employment legislation. - Read, understand and adhere to all Health and Safety Policies and procedures contained in the AB Lime Limited Health and Safety Management Plan. - Ensure all hazards are identified and reported so that they can be recorded on the Hazard Register and workplace map. Ensure all hazard controls are maintained and adhered to. - Ensure all incidents, near misses, accidents, injuries and serious harm incidents are reported and recorded appropriately following the policies and procedures outlined in the AB Lime Limited Health and Safety Management Plan. - Ensure all emergency procedures are understood and adhered to. - Report any concerns with training or induction of new employees in your department to the Landfill Supervisor. - Understand and adhere to the "Visitors to the Workplace" policies and procedures contained in the AB Lime Limited Health and Safety Management Plan. - Understand and adhere to the Bullying and Harassment policies and procedures contained in the AB Lime Limited Health and Safety Management Plan. - Understand and adhere to the Drug and Alcohol policies and procedures contained in the AB Lime Limited Health and Safety Management Plan. - Ensure the use of all appropriate personal protective equipment to carry out duties safely and effectively on a daily basis.
<p>6. To complete any other assignments, projects or responsibilities delegated or assigned by the Landfill Supervisor or Quarry Operations Manager.</p>	<ul style="list-style-type: none"> - Ensure all other tasks, projects, assignments or responsibilities delegated or assigned by the Landfill Supervisor or Operations Manager are completed accurately, professionally and in a timely manner.

PERSON SPECIFICATION

1. CORE COMPETENCIES

<i>Competency</i>	<i>Definition</i>
Work Standards	<ul style="list-style-type: none"> - Sets high goals, standards and expectations of quality control and work performance. - Has high attention to detail and ensures that standards, regulations and rules are always met - A systematic and highly organised approach with the ability to adapt to the varying demands of the job
Communication	<ul style="list-style-type: none"> - Expresses ideas effectively in a variety of individual and group situations including expressing ideas clearly in documents, and adjusting language and terminology to the needs of the audience.
Ability to Follow Instructions	<ul style="list-style-type: none"> - Actively listens to instructions, asking questions where necessary. - Demonstrates understanding of instructions by giving feedback to the manager.
Initiative	<ul style="list-style-type: none"> - Making active attempts to influence events to achieve goals, self starting rather than adopting a reactive approach, taking action to achieve goals beyond what is required, being proactive.
Teamwork/Collaboration	<ul style="list-style-type: none"> - Working effectively with team/work group or those outside formal line of authority (eg, peers, senior managers) to accomplish organisational goals, taking actions that respect the needs and contributions of others, contributing to and accepting the consensus, subordinating own objectives to the objectives of the organisation or team.
Trouble Shooting / Problem Solving Skills	<ul style="list-style-type: none"> - Securing relevant information and identifying key issues and relationships from a base of information. Basing actions on logical assumptions and factual information that take into consideration resources and constraints.
Planning & Organising / Work Management	<ul style="list-style-type: none"> - Establishing a course of action for self and/or others to accomplish a specific goal, planning proper assignments or personnel and appropriate allocation of resources.
Client Service Orientation	<ul style="list-style-type: none"> - Proactively developing client relationships by making efforts to listen to and understand clients (both internal and external), anticipating and providing solutions to client needs, giving high priority to client satisfaction.

2. QUALIFICATIONS

- . Prior work experience.

3. KNOWLEDGE, SKILLS & EXPERIENCE

- . Previous experience as an operator or maintenance experience.
- . Excellent oral communication skills.
- . Attention to detail.
- . Experience operating heavy machinery.
- . Class 2 (plus) licence
- . Wheels, tracks and rollers (W, T, R) licence endorsements.

Agreed by:

_____ (Job holder's signature)

_____ (General Manager's signature)

_____ Date