

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title	Landfill Officer		
Location	Maningrida, Gunbalanya, Jabiru	Department	Technical Services
Position Level	Level 5	Work Group	Technical Services
Position Type	Permanent / Full time	Approval Date	2 June 2026
Coverage	WARC Enterprise Agreement 2024	Approved By	CEO

Position Objective

This position is responsible for operating and maintaining the Council's Waste Management Facility to ensure compliance with the *Waste Management and Pollution Control Act 1998*.

Key Duties and Responsibilities

1. Undertake daily pre-operational checks, routine servicing coordination and basic maintenance to ensure plant and machinery are used efficiently and remain in safe working condition.
2. Manage the active tip face by maintaining internal access roads for all-weather use, removing items unsuitable for landfill, and pushing, compacting and applying daily cover to waste.
3. Maintain residential drop-off areas by sorting materials by type, ensuring listed wastes are stored in appropriate on-site storage units, and checking that site signage is current and fit for purpose.
4. Implement effective waste handling and disposal practices, including leachate and stormwater management, dust and noise control, and litter control in line with the site Environmental Management and Operational Plan.
5. Conduct regular monitoring and reporting activities, including weekly landfill inspections, fire, complaint, incident and trackable waste logs, and any additional reporting as directed by the Waste and Resource Coordinator.
6. Maintain accurate electronic waste data records by entering details of incoming loads, managing credit card payments for non-account customers, and ensuring data integrity for Council reporting requirements.
7. Provide high quality customer service by directing users to correct disposal locations, advising the public on disposal options, and issuing clear instructions on safety and environmental matters as required.
8. Safely operate and monitor a range of plant and equipment, including excavators, track loaders, mini excavators and forklifts, in accordance with manufacturer instructions and Council procedures.
9. Contribute to the development, review and implementation of site procedures and safety documentation, to support safe and compliant operations.
10. Apply a working knowledge of Northern Territory Environment Protection Authority standards, relevant environmental legislation and the Enterprise Agreement to ensure all activities meet regulatory and Council requirements.
11. With regard to work health and safety in the workplace:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Waste and Resource Coordinator and Senior Works Officer which are within the employee's skills, competence and training.



Essential Criteria

1. Demonstrated experience working at a landfill or civil construction site and operating heavy machinery.
2. Sound interpersonal, written and verbal communication and numeracy skills.
3. Demonstrated computer literacy and ability to use Microsoft Office applications.
4. Strong numeracy and literacy skills.
5. Demonstrated ability to work independently and as part of a team.
6. General understanding of environmental legislation and standards
7. Strong understanding and appreciation of Indigenous culture, living and working in remote communities and a demonstrated ability to be a good a cultural fit for Council.
8. Qualifications / licences:
 - a. Current C Class Drivers licence, at a minimum
 - b. Construction Induction White card or ability to acquire

Desirable Criteria

1. Previous local government and land fill experience
2. First Aid certificate

Organisational Relationships & Further Information

Reports to	Waste and Resource Coordinator	Supervises	Waste Collection Assistant
Internal liaising	All staff	External liaising	Government representatives, Council Contractors, Community members and stakeholders, Commercial Operators
Span of hours	Days on which ordinary hours can be worked – Monday to Sunday Span of ordinary hours – 5.00 am to 10.00 pm		
Employment Check	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment.		
Travel	Travel to remote communities by light aircraft or 4WD will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.