

POSITION: WASTE FACILITY ENVIRONMENT OFFICER

REPORTS TO: OPERATIONS MANAGER WASTE SERVICES

ACCOUNTABLE TO: MANAGER ENVIRONMENT & SUSTAINABILITY

GROUP: CITY PLANNING

DATE REVISED: OCTOBER 2024

ROLE CHARTER

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

OUR GUIDING PRINCIPLES ARE:



MAKE THINGS EASY

Do the hard work to make things intuitive for me.



BE WELCOMING

Care for me as a person, not a task or a number.



BE OPEN MINDED

Listen to me and work with me to find solutions.



LOOK OUT FOR ME

Thoughtfully anticipate what will make my days go smoother.



KEEP YOUR PROMISES

Follow through on your commitments to me.

PRIMARY PURPOSE

The Waste Facility Environment Officer is responsible for the environmental management of all aspects of the waste facility and for ensuring the facility achieves all environmental compliance requirements for the site.

The role is responsible for the development, implementation and management of all environmental studies and plans for the Waste facility and the coordination of the monitoring program, environmental inspections and environmental reporting for the site.

CORE ACCOUNTABILITIES

1. Manage the environmental performance of the landfill site to ensure compliance with relevant licences, agreements, approvals, guidelines, management plans etc.

2. Review and update the Landfill Environmental Management Plan (LEMP) including associated plans to manage weed and pests, buffer lands, chemicals, leachate, surface water and ground water, the Pollution Response Incident Management Plan (PRIMP) and other environmental documentation required for the site.
3. Coordinate the site monitoring program, and any related consultants and contracts, including the sampling, analysis and reporting of landfill gas, surface water, groundwater and leachate to comply with relevant licences, plans and approvals.
4. Provide advice and assistance on environmental management related to any construction works on the site.
5. Monitor the surface water and leachate management system including the performance of infrastructure, plant and equipment, including drainage lines, erosion controls, pipes, pumps and dams.
6. Investigate and implement new practices and procedures to ensure continued environmental compliance.
7. Investigate, implement actions and respond to inquiries and complaints regarding the environmental performance of the site.
8. Undertake routine inspections, periodic audits and reporting of environmental management at the site.
9. Provide training on environmental management requirements to site staff and liaise with the Coordinator and Team Leaders to coordinate environmental management activities with site operations.
10. Develop and maintain relationships with key stakeholders including the Environmental Protection Authority, state and regional organisations, other Councils and facility neighbours.

To undertake any other duties, projects or tasks as directed by the Team Leader/Coordinator which are within the employee's skills, competence and training.

To behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

ESSENTIAL CRITERIA

1. Degree qualifications in Environmental Engineering, Environmental Science, or an equivalent combination of relevant contemporary experience and/or education/training.
2. Demonstrated experience in the environmental management and operations of a waste management facility or similar facility.
3. Experience in environmental monitoring and analysis of surface water, groundwater, leachate, gas, noise and/or odour.
4. High level of interpersonal and communication skills with the ability to liaise, interact and communicate effectively and easily with a broad range of people, both internal and external to the organisation.
5. Demonstrated experience in the development and implementation of environmental and/or operation plans and projects.
6. Sound understanding of relevant Local, State and Federal legislation, policies and programs, as applicable to waste and environmental management including the Protection of the Environment Operations Act and the NSW Solid Waste Guidelines.
7. High level of computer literacy with a sound understanding and experience with the Microsoft Office suite.
8. Proven ability to work autonomously with minimal supervision as well as in a team environment.
9. Class C Driver's licence.

DESIRABLE CRITERIA

1. Experience in investigating and reporting on incidents and implementing resulting action plans.



2. Proven ability to develop and deliver relevant training programs.

Date:

Agreed:

Employee Name

Employee signature

DRAFT

