



POSITION DESCRIPTION

Position Title:	Waste Technical Support Officer
Position Number:	11101
Directorate:	Strategic Projects & Infrastructure
Reports to:	Landfill and Technical Coordinator
Supervises:	Nil
Department:	Waste, Depot and Fleet
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	MEU 4A

1. POSITION OVERVIEW

The Waste Services Department is responsible for the provision of Waste Management services within the City of Karratha. These services encompass:

- Landfill and Transfer Station Management,
- DWER Regulatory Compliance
- Airport Sewage Treatment Plant Operations and Maintenance
- Water Sampling
- Waste Classifications
- Technical Support Services
- Resource Recovery

The Technical Support Officer is responsible for supporting and coordinating compliance activities at the City's Waste Management Facilities and Wastewater Treatment Plant located at the Karratha Airport.

1.1 Position Objectives

- Provide Technical support to waste services department.
- Assist the Landfill and Technical Coordinator in planning, implementing and reviewing the provision of services and compliance to ensure they meet the expectations of the City, the Executive and the Community.
- Provide professional and courteous service and advice to staff and members of the public.
- Assist in the environmental and annual compliance reports for licenced facilities.
- Provide technical support and instruction to staff in relation to compliance
- Contribute to internal and external reporting and information requirements associated with waste management legislation.
- Provide on-the-job training to Waste Services staff in relation to statutory compliance and facility licencing.

2. DUTIES & RESPONSIBILITIES

2.1 Waste Services Compliance

- Build compliance capacity and culture in the department by providing technical advice, instruction and support to staff.
- Educate staff on compliance related matters including providing on-the-job training and presenting at toolbox meetings.
- Assisting in compliance aspects of DWER licence conditions including reporting, allowable materials and quantities.

- Assist in coordinating environmental monitoring programs and bi-annual site surveys.
- Oversee disposal permit applications and monitor workflows, including the Interpretation of laboratory testing results and performing waste classification for 7 Mile Waste Disposal Facility (7MWDF).
- Perform regular spot audits of Waste Disposal Applications, and the delivery of waste to the landfill.
- Field operation of open windrow composting, monitoring, record keeping and liaising with plant operator.
- Perform water analysis of landfill monitoring bores, report on data attained and coordinate regular maintenance of the bores.
- Assist in the maintaining and reviewing of Landfill Leachate and Gas Management Plans to the industry best regulatory standards.
- Inspect compliance related maintenance of the 7 Liquid Waste Disposal Ponds.
- Develop compliance related maintenance at the Wickham Waste Transfer Station.
- Ensure compliance with operational procedures detailed in site management plans.
- Assist in auditing and management system compliance measures.

2.2 Waste Water Treatment Plant (WWTP)

- Monitor and review the Recycled Water Quality Management Plan and report on compliance as per facility licence conditions.
- Collect and analyse water samples from the WWTP and 7 Mile landfill site to comply with DWER licence conditions.
- Ensure consumables and stock are available to allow for the operation of the WWTP, including managing supplier contracts and stock control.
- Perform onsite operation and maintenance of 200 m³/day Membrane Bioreactor Plant including:
 - UF membrane rejuvenation (chemical clean) as required
 - Fouled membrane de-facing and probing as required
 - Inspection and calibration of chemical dosing pumps
 - Inspection of mechanical and electrical components
 - Equipment routine and periodic maintenance
- Perform daily operation checks of the WWTP, including:
 - Effluent flow, pH, chlorine, and turbidity checks
 - Bio solids blanket level checks
 - Arrange waste sludge offsite disposal
 - Pump and blower discharge pressure checks
 - Chemical replacements
- Collaborate with air services staff in the efficient supervision of the WWTP and expected deliverables of the plant.

2.3 Other

- Assist in the coordination of procurement processes including developing scopes of works, assessing quotes and tenders.
- Develop and review processes and policies to ensure efficient and effective practices are in place.
- Assist the Landfill and Technical Coordinator in the development of forward Capital Works Plans, Waste Management Plans, Works Programs.
- Assist with reporting of internal and external information requirements associated with the department.
- Other duties as directed.

2.4 Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works under general supervision of the Landfill and Technical Coordinator.
- Works in accordance with approved Council's policies, procedures and guidelines

3.2 Judgement and Problem Solving

- Ability to exercise general judgement to problem solve by using guidance found in established processes, procedures, precedents, and guidelines.

3.3 Specialist Knowledge and Skills

- Thorough understanding of waste management practices and legislative requirements associated with waste collection and the operation of a waste transfer facility/waste disposal sites.
- Thorough understanding and practical knowledge of all relevant procedures, processes and practices associated with managing a medium scale WWTP.
- Comprehensive understanding of landfill operations, landfill compliance and Leachate management systems.
- A sound understanding of NATA Approved Laboratory and water sampling techniques.
- Proven ability in planning, costing and budgeting, relevant plant and equipment.

3.4 Inter Personal Skills

- Highly developed numeracy, written and verbal communications skills relevant to the work area.
- Sound interpersonal and negotiation skills to enable the effective provision of advice, information and assistance to management, staff and contractors.
- Ability to work effectively both as a team member and autonomously, under minimal supervision, as required.
- High level of attention to detail and accuracy specifically with report writing
- Ability to manage time effectively to ensure duties are carried out to the required standard.
- Demonstrated customer services skills.
- Well-developed computer skills including a working knowledge of the Microsoft Office software suite.

3.6 Qualifications and Experience

- Completion of or studying towards a Bachelor of Environmental/Civil/Chemical Engineering degree or similar tertiary education
- Three years' experience in a waste services industry compliance related role
- Demonstrated experience in the interpretation and application of waste management related legislation and regulations to ensure facility compliance
- Demonstrated experience in managing a WWTP facility including operations, maintenance and compliance requirements
- Demonstrated high level of computer skills including competency in Microsoft word, excel and record management databases.
- Hold a current manual "C" class driver's licence
- Hold a National (or Federal) Police Certificate (no more than 6 months old)