

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Waste Support Officer</b>
<b>Position Number:</b>	<b>11008</b>
<b>Directorate:</b>	<b>Strategic Projects &amp; Infrastructure</b>
<b>Reports to:</b>	<b>Waste Technical Officer</b>
<b>Department:</b>	<b>Waste &amp; Fleet</b>
<b>Agreement:</b>	<b>City of Karratha Industrial Agreement 2023</b>
<b>Classification:</b>	<b>MEU 4A</b>

## 1. POSITION OVERVIEW

The Waste Support Officer is responsible for assisting in the operation and compliance of the City's Airport Waste Water Treatment Plant (WWTP) and 7 Mile Waste Disposal Facility. The position provides support to the Waste Management Technical Officer in the form of specific hands-on maintenance and compliance related functions encompassing

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

### 1.1. Position Objectives

- Assist in the provision of an efficient waste management service for the customers of the City of Karratha.
- Assist in the safe, efficient and compliant operation of the 7 Mile Landfill and the Waste Water Treatment Plant.
- Provide professional and courteous service and advice to staff and members of the public and manage matters related to waste services.
- Contribute to internal and external reporting and information requirements associated with waste management assets.
- Provide support to the Waste Technical Officer in all compliance related matters.

## 2. DUTIES & RESPONSIBILITIES

### 2.1. Customer Service

- Answer Customer, DWER and Permit enquires
- Promptly attend to customer enquiries in a courteous and effective manner.
- Work along with weighbridge staff with customer enquiries and non conformance
- Work effectively as part of a team to achieve excellent customer service.

### 2.2. Site Operations

- Operate and maintain plant and equipment in an effective and efficient manner in accordance with the City's operating procedures and in compliance with relevant laws and regulations including zero blood alcohol limits and chain of responsibility requirements.
- Perform regular spot audits of Waste Disposal Applications, and the delivery of waste to the landfill.

- Liaise with other Waste Services staff as required, for the efficient operation of the Waste Disposal Facilities and WWTP.
- Examine cargo to prohibit disposal of non-permitted wastes in accordance with landfill licence conditions.
- Advise customers if incorrect loads or load relocation
- Comply at all times with the department's systems/procedures and all training, instruction and induction requirements.
- Adherence to all City policies and procedures.
- Other duties as required.

### **2.3. Waste Services Compliance**

- Assist in performing water analysis of landfill monitoring bores and perform regular maintenance of the bores.
- Maintain Landfill Leachate and Flare Management systems and report and defects and maintenance issues to the Waste Management Technical Officer.
- Perform compliance related maintenance and sampling of the 7 Liquid Waste Disposal Ponds.

### **2.4. Waste Water Treatment Plant (WWTP)**

- Provide facility maintenance for the Airport Waste Water Treatment Plant.
- Collect and send water samples from the WWTP
- Ensure consumables and stock are available to allow for the operation of the WWTP, including managing supplier contracts and stock control.
- Perform onsite maintenance 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.
- Assist in daily operational checks of the WWTP.
- Other duties as required.

### **2.5. 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 & Accountability**

- Works under regular supervision of the Waste Technical Officer.
- Works in accordance with approved Council's policies, procedures and guidelines.

#### **3.2. Judgement and Problem Solving**

- Sound numeracy, verbal and written communication skills and the ability to use these skills in a day to day working situation.
- The ability to maintain accurate records.

#### **3.3. Specialist Knowledge and Skills**

- Good knowledge of waste disposal, resource recovery and recycling procedures.
- Understanding of landfill operations, landfill compliance and Leachate management systems.
- Good understanding of waste management practices and legislative requirements associated with waste collection and the operation of a waste transfer facility/waste disposal sites, desirable.
- Well-developed computer skills including a working knowledge of the Microsoft Office software suite.
- Ability to lift and/or move up to 5kg's and occasionally lift and/or move up to 30kg's.
- Physical ability to undertake the requirements of the role.

#### **3.4. Interpersonal Skills**

- Highly developed customer relations skills.
- Ability to work effectively both as a team member and autonomously, under minimal supervision, as required.
- Ability to manage time effectively to ensure duties are carried out to the required standard.
- Sound interpersonal and negotiation skills to enable the effective provision of advice, information and assistance to management, staff and contractors.

#### **3.5. Qualifications and Experience**

- Experience in waste management operations
- Demonstrated experience in the safe operation of fixed/heavy plant and/or tickets
- Experience in a waste services compliance related role (desirable)
- Current manual C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)
- First Aid Certificate