



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Landfill Operations Officer

1. TITLE & POSITION NUMBER: Landfill Operations Officer (059)

2. **LEVEL:** Level 4/ 4A – as per the Shire of Merredin’s Outside Staff Enterprise Agreement 2022 [EA 2022](#) registered with the WA State Industrial Commission (01/01/2023).

3. **TERM:** Permanent

4. **DEPARTMENT/SECTION:** Infrastructure Services

5. **POSITION OBJECTIVES**

To ensure the effective day-to-day operation of the landfill site, including accurate recording of waste transactions, compliance with waste acceptance guidelines, and the provision of high-quality customer service to landfill users. This role plays a key part in maintaining the safety, efficiency, and compliance of landfill site operations.

6. **KEY DUTIES/RESPONSIBILITIES**

- Greet all incoming vehicles and direct them to the appropriate waste disposal area.
- Inspect waste loads and ensure compliance with the Shire’s waste acceptance policies and environmental guidelines.
- Accurately record vehicle entries, waste types, and volumes using the Shire’s Landfill Management Program.
- Operate the weighbridge (if applicable) and verify accuracy of recorded weights.
- Process all financial transactions using the Shire’s Financial System, including receipting and daily reconciliation of landfill fees.
- Maintain site records, gatehouse logs, and complete daily transaction summaries.
- Monitor and ensure the safety and security of the landfill site during operational hours.
- Deliver high-level customer service to all site users and escalate non-compliance or customer concerns to the supervisor.
- Support general site inspections and carry out minor maintenance activities around the gate house and the Tip Shop as required.
- Liaise with the landfill earthwork contractor and waste contractor to ensure effective delivery of waste management services.
- Assist with annual reporting requirements to the Department of Health and Department of Water and Environmental Regulation.
- Oversee the operations of the Tip Shop, including receipt and sale of goods.
- Provide administrative support to the Infrastructure Services team as required.

Public Responsibilities

- Promote a favourable public image of the Shire’s personnel, operations and the organisation in general.
- Comply with relevant standards and legislation, regulatory requirements, corporate policy and ethical standards.
- Make technical and operational decisions relating to own safety and the work and safety of other employees and the public within the facility.
- Embrace the Customer Service focus of the Shire.

Safety Responsibilities

- Active compliance with statutory and legal requirements in the area of risk management, including Work Health & Safety.
- Ensure all injury management processes and legislation are followed correctly, including the direct report of injuries, accidents and near misses.
- Ensure inspections of work sites, plant and equipment are conducted regularly.
- Ensure that action is taken to control identified hazards and recommend control strategies to the Executive Leadership Team where hazard control requires resources beyond the delegated authority.
- Contribute towards the achievement of a safe work environment and take proactive measures to promote the safety, health and well-being of employees and contractors.

7. REQUIREMENTS OF THE POSITION

- Current National Police Clearance.
- Current WA 'C' Class Driver's License.
- Current White Card
- Safety trained either professionally and/or on the job.
- Sound knowledge of Shire safety requirements as they relate to the job being undertaken.

8. ORGANISATIONAL RELATIONSHIPS

Responsible to: Works and Services Manager

Internal and External Liaison:

Internal:	Executive Manager Infrastructure Services
	Chief Executive Officer
	Other Shire Employees
External:	Shire Contractors
	Ratepayers
	General Public

9. EXTENT OF AUTHORITY

Operates under the direction of the Works and Services Manager and Executive Manager Infrastructure Services within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and all other relevant legislation. Operates in accordance with delegated authority as assigned by the Chief Executive Officer.

10. SELECTION CRITERIA

Essential

- Strong customer service and communication skills, with the ability to interact professionally with the public.
- Sound numeracy and data entry skills with good attention to detail.
- Basic knowledge of waste management practices and environmental compliance requirements.
- Extensive experience in the use of computer-based systems, including the Microsoft Office Suite and transaction recording systems.
- Physically fit and capable of performing manual tasks associated with landfill site

duties.

- Good communication and public relations skills.
- Demonstrated ability to work autonomously and in a team environment.
- Excellent time management and organisational skills.
- Knowledge of Workplace Health and Safety requirements.

Desirable

- Previous experience in waste management and/or landfill operations.
- Knowledge of the regulatory requirements related to the operation of licensed waste facilities.
- White Card – Construction Safety Awareness Training Card or willingness to obtain.
- Current First Aid qualifications or willingness to obtain.
- Ability to work weekends if required.

11. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance and Pre-employment Medical Examination and Drug Test as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms will be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 along with the Shire's Work Health and Safety Policy.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<i>New Employee</i>	New Employee Signature:	Date:
<i>Current Manager</i>	Manager Signature:	Date:
<i>Chief Executive Officer</i>	CEO Signature:	Date: