



**Victoria Daly**  
REGIONAL COUNCIL

# Council Operations Officer – Waste Management

## OUR VISION

*To strengthen our region through fostering  
development, growth, and social  
wellbeing “Moving Forward Together”*

## POSITION DESCRIPTION

<b>REPORTS TO</b>	Council Operations Manager	<b>CLASSIFICATION &amp; HOURS</b>	Level 1 – Part-Time or Full-Time
<b>DIVISION</b>	Council Operations	<b>LOCATION</b>	Community Based

## JOB PURPOSE

This position is responsible for the management and upkeep of the waste management facility site in Timber Creek and will also assist in the maintenance of recreations parks, gardens, facilities, and minor civil works.

## DUTIES AND RESPONSIBILITIES

1. Be responsible for the orderly management, maintenance and works at the community waste management facility.
2. Ensure waste management facility is kept to Council approved recommendations and standards.
3. Operate plant and equipment to undertake work and maintenance at the waste management facility.
4. Perform maintenance and construction at parks, gardens, road verges, cemeteries, and recreational areas throughout the Council.
5. Assist in the construction, maintenance, and delivery of minor civil works.
6. Maintain all equipment and plant and ensure it is used in a safe manner, clean and in a serviceable condition.
7. Advise the Council Operations Team Leader when equipment and machinery is not working or has been damaged.
8. Maintain a safe working environment and ensure WHS Regulations are adhered to.
9. Ensure the policies and procedures of Council are adhered to and all resources effectively deployed.

## EDUCATION REQUIREMENTS

1. Relevant plant competencies (essential)
2. A White Card (essential)
3. A first Aid Certificate (essential)
4. Chemical Handling Certificate (essential)
5. An Appropriate tertiary qualification, certificate or experience in Parks and Gardens (desirable)

## EXPERIENCE & KNOWLEDGE REQUIREMENTS

1. Experience in using equipment and plant to undertake works.
2. Appropriate experience in various gardening practices such as grounds maintenance, landscaping, mowing, turf care, weed control and other parks and garden functions.
3. Demonstrated time management skills and the ability to work unsupervised and as part of a team.
4. Demonstrated written and oral communication and interpersonal skills.
5. An understanding in waste management and minor civil works.  
Sound knowledge of the principles of Work Health and Safety.

## OTHER REQUIREMENTS

1. A current NT Drivers Licence.
2. A current National Police Check
3. Working with Children's Clearance

## EMPLOYMENT CONDITIONS

The position holder's employment conditions are as set out in the holder's letter of employment offer and, in the Victoria Daly, Regional Council Enterprise Agreement 2021-2023.

## ACKNOWLEDGEMENT

DIRECTOR: Matthew Chaminant DATE APPROVED: Feb 2, 2023

CHIEF EXECUTIVE OFFICER:  DATE APPROVED: Feb 10, 2023

