



Murrindindi
Shire Council

Position Description

**Landfill Operations
Lead**

Professionalism Integrity Accountability Empathy





Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.
We focus on growing our business opportunities.
Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

POSITION TITLE Landfill Operations Lead	GROUP Assets & Environment
JOB NUMBER 635	DEPARTMENT Sustainability & Assets
CLASSIFICATION Murrindindi Council Enterprise Agreement Band 5	APPROVED BY Manager Sustainability & Assets
SIGNED _____	DATE July 2026

Position Overview and Objective

The Landfill Operations Lead is responsible for the day-to-day operation of the Alexandra Landfill and associated waste transfer activities across Council's Resource Recovery Centres.

The position provides hands-on operational leadership, ensuring waste is managed safely, efficiently and in compliance with EPA requirements and Council policies. The role leads landfill operations, coordinates transport of materials from Resource Recovery Centres to the landfill, supervises operational staff and contractors, and contributes to the continuous improvement of Council's waste and resource recovery services.

The position operates with a high degree of autonomy and initiative, regularly working independently and outside normal business hours, with weekend work an essential component of the job.

Key Responsibilities

Landfill Operations

- Undertake and lead daily landfill operations, including waste placement, compaction, cover application and site maintenance.
- Ensure landfill operations comply with EPA licence conditions, operational procedures and environmental obligations.

- Monitor landfill performance and identify operational improvements.
- Assist with landfill cell management and airspace planning.
- Undertake inspections of landfill infrastructure and report maintenance requirements.
- Operate plant and equipment safely and efficiently.

Material Recovery and Transfer Operations

- Coordinate and undertake the transfer of materials from Council's five Resource Recovery Centres to the Alexandra Landfill as required.
- Plan and coordinate efficient waste and recyclable material movements.
- Monitor stockpiles and material volumes across sites.
- Identify opportunities to improve resource recovery outcomes and operational efficiencies.
- Assist in implementing waste diversion initiatives.

Leadership and Supervision

- Supervise and support the Landfill Operator and other operational staff as required.
- Provide day-to-day leadership and direction.
- Assist with staff training and development.
- Promote a positive safety culture and ensure safe work practices.
- Participate in performance development processes.
- Coordinate operational activities during leave periods and peak demand.

Safety, Compliance and Risk

- Ensure compliance with EPA, WorkSafe and Council requirements.
- Prepare and maintain SWMS, SOPs, risk assessments and operational procedures.
- Conduct site inspections and identify hazards.
- Investigate incidents and assist with corrective actions.
- Ensure sites are maintained in a safe and presentable condition.

Customer Service

- Respond to operational enquiries from customers and facility users.
- Assist in resolving service issues and complaints.
- Promote safe and appropriate use of landfill and resource recovery facilities.
- Maintain positive relationships with contractors, transport providers and customers.

Operational Planning and Reporting

- Maintain operational records and site documentation.
- Monitor waste tonnages and site activity.
- Provide input into budget requirements and capital improvements.
- Assist with operational reporting and performance monitoring.
- Contribute to emergency response and recovery operations as required.

Organisational Relationship

Reports to: Resource Recovery Project Lead

Supervises: Landfill Site Operator

Internal Relationships:	Resource Recovery Team Engineering Services Environmental Programs Finance Customer Service Project Delivery Asset Management
External Relationships:	Contractors Community

Key Selection Criteria

- Demonstrated experience in landfill, waste management, civil construction or similar operational environments.
- Experience leading, mentoring or supervising operational staff.
- Demonstrated ability to work independently and exercise initiative in solving operational issues.
- Proven ability to plan, coordinate and deliver operational activities safely and efficiently.
- Strong understanding of occupational health and safety requirements.
- Demonstrated ability to operate plant and equipment relevant to landfill operations.
- Effective communication and customer service skills.
- Ability to work weekends, respond to operational issues and undertake physical outdoor work.
- Experience working within local government and knowledge of EPA waste and landfill requirements.
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Essential Position Requirements

The following section outlines requirements specific to this job.

Enterprise Agreement Ordinary Hours and Days Clause 16.2	"All" employee
Drivers Licence / Ability to travel	Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role
Physical Requirements	This role has specific physical requirements which may include a level of physical fitness or ability associated with tasks. May include manual handling activities, lifting of weights, bending, twisting, working at height, operating specialised equipment.
Psychological Requirements	All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control. In addition, this role has exposure to dealing with difficult situations which may include high conflict situations, supporting those experiencing disadvantage or distress, exposure to aggressive or vulnerable persons, providing support or assistance to people impacted by natural disasters

Checks	Police / Criminal Record Check Yes – on commencement and during employment by self-disclosure obligation or at the direction of Council due to requirements of the position. Evidence of rights to work in Australia Required Working with Children Check Not required for this role
Matters relevant to the above checks	Deals directly with members of the public
Information Technology Literacy	Choose an item. Well-developed knowledge and experience in computer literacy, using Microsoft Suite and other computer programs relevant to the position.
Work location conditions	Onsite – role is required to be performed on site (due to business needs and/or customer contact requirements)
Outside ordinary hours of work	Role is rostered and requires availability to work on call, outside or after-hours work or on weekends/public holidays
Qualifications / Registrations / Licences / Memberships	Endorsed (heavy vehicle) licence

Band 5**(Operations & Community Services Employees)**

Accountability and extent of authority	• Be accountable for the quality, effectiveness, cost and timelines of the programs, projects or work plans and for the safety and security of the assets being managed. • Give support to more senior employees. • If appropriate, supervise resources and follow clear objectives and/or budgets with frequent prior consultation with more senior employees and regular reporting to ensure plans are met. • If supervising employees, ensure these employees are trained in safe working practices and in the safe operation of equipment and are made aware of all occupational health and safety policies and procedures.
Judgment and decision making	• Undertake well defined objectives by selecting from a range of alternative methods, technology, processes or equipment. • Deal with complex or technical problems using solutions not related to previously encountered situations. Apply creativity and originality where required. • Guidance and counsel may be available within the time available to make a choice.
Specialist knowledge and skills	• When supervising others, have a thorough understanding of the relevant technology, procedures and processes used within the operating unit. • Understand the role and function of the senior employees to which they provide support. • Understand the long term goals of the work unit and an appreciation of the long term goals of the wider organisation. • Understand the function of the position within its organisational context, including relevant policies, regulations and precedents. • Provide direction, leadership and structured training or on-the-job training to supervised employees or groups of employees.
Management skills	• Manage time, set priorities and plan and organise own work and that of supervised employees to achieve set and specific objectives. • Set objectives in the most efficient way possible within the resources available and within a set timetable. • Understand and implement basic human resource policies and practices including those related to equal employment opportunity, occupational health and safety and employees training and development.
Inter-personal skills	• Gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees or groups of employees. • Write reports in field of expertise and prepare external correspondence of a routine nature.
Qualifications and experience	• TAFE certificate or associate diploma. • May have a degree or diploma course coupled with less or no relevant work experience or less formal qualification with relevant work skills • Or may have relevant experience and work skills commensurate with the requirements of work in this Band.

Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country. We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

Organisational Responsibilities

Code of Conduct - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

Values – demonstrate and model Council's values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

Customer Service – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

Diversity, Equity and Inclusion – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

Safeguarding children, young people and vulnerable community members – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

Workplace Health, Safety and Wellbeing – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

Environment & Sustainability – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.

