

**POSITION DESCRIPTION**

TITLE: RESOURCE RECOVERY PROGRAM LEADER

LEVEL: BAND LEVEL 6-7

RESPONSIBLE TO: DIRECTOR INFRASTRUCTURE AND OPERATIONS

Position Status:	Continuing Employment - Full Time	
Position Approved by:	 DIRECTOR INFRASTRUCTURE AND OPERATIONS	20/10/2025 Date:

POSITION OBJECTIVES:

To ensure the effective management of Litchfield Council's Waste Transfer Stations by adhering to all relevant legislation, licencing and regulations in conjunction with Council's policies and procedures. Delivering a community and customer focused service while implementing and supporting a sustainable waste strategy model and associated policies and procedures.

KEY RESPONSIBILITIES:

- Lead the Waste Transfer Station team in the effective management of Councils Waste Transfer Stations.
- Contribute to the development of new policies and procedures to guide the management of waste and improve waste management services for the Municipality.
- Promote and support existing and adopted waste management programs and strategies.
- Plan and develop future waste management programs and strategies in accordance with the Strategic Plan, Municipal Plan and asset management plans and available grant funding.
- Ensure compliance with all relevant legislation and regulations, policies, delegations and budgets including Health, Safety and Environment.
- Engage contractors and service providers in a safe and professional manner that ensures a consistently safe and secure environment.
- Ensure period contracts are in place and all forward planning in relation to contract management is adhered to inclusive of reporting to Council.
- Be accountable for ensuring that all fleet, plant and equipment is adequately inspected and registered per legislative requirements.
- Implement an appropriate fleet, plant and equipment maintenance program as per manufacturer standards to ensure safety, reliability and cleanliness of equipment in line with Council's Fleet, Plant & Equipment Asset Management Plan.
- Prepare and maintain an appropriate tool and equipment register inclusive of calibration register to protect Councils assets and to contain operational costs.
- Oversee daily acquittals and ensure that all banking is reconciled and completed in accordance with Council Policy.

- Develop and implement work rosters for staff and maintain a sufficient workforce for the efficient operations of the transfer stations.
- Provide regular feedback and advice to the Director Infrastructure and Operations on team operations at the Transfer Stations.
- Provide courteous, timely and well-informed responses to community requests for information and service as per the Litchfield Council Customer Service Charter.
- Manage and maintain work health & safety standards for the Waste team, inclusive of implementation of adequate Safe Work Method Statements, Job Safety Analysis, Safety Data Sheets register and incident management and reporting.
- Ensure adequate use and storage of chemicals, fuel pods and any other hazardous chemicals.
- Implement and maintain a licensing and ticket data register for Waste team members to ensure all plant and equipment operators have the required level of experience or qualification to operate the fleet, plant and equipment and licensing is current.
- Be available to respond to emergency call outs as required.
- Effectively use Council's document management system ensuring tasks are actioned on time.
- Attend staff meetings to ensure adequate representation of Waste services (as permitted by operational demands).

OTHER RESPONSIBILITIES:

- Employ effective communication strategies and develop engagement strategies related to projects and services as depicted in the Strategic Plan.
- Investigate and encourage waste management and recycling opportunities including attendance to Waste Management forums.
- Ability to step-in and provide leave coverage for all facets of waste operations.
- Provide quarterly statistics as per the Key Performance targets set in the Municipal plan.
- Organise training activities as required for self and others.
- The position is responsible for ensuring appropriate staff coverage and may be required to be contactable between the hours of 6:00am and 6:00pm to support operational needs.

CLASSIFICATION CRITERIA

AUTHORITY AND ACCOUNTABILITY:

- Ensure all operations are conducted in accordance with the relevant National and Northern Territory legislation, standards, guidelines and Litchfield Council policies and procedures.
- Accountable for accurate record keeping of the products that enter and leave the Waste Transfer Stations.
- Accountable for the daily acquittals and banking procedures; ensuring they are performed in accordance with Council's policy.
- Accountable for the efficient and safe operation of the Waste Transfer Stations in accordance with the relevant policies.

JUDGEMENT AND PROBLEM SOLVING:

- This position is responsible for making recommendations to improve the Waste Transfer Stations facilities in accordance with the Northern Territory Government Standards and Councils policies.

SPECIALIST KNOWLEDGE AND SKILLS:

- Experience in interpretation and implementation of policies and legislation, including review and amendments to policies and procedures.
- Sound knowledge of underlying principles and issues associated with the operation of Waste Transfer Stations.

- Proven cash handling and reconciliation skills.
- Sound computer / Data entry, numeracy and literacy skills.

MANAGEMENT SKILLS:

- Ability to manage minor projects through to completion.
- Ability to work autonomously and / or in a team environment.
- Ability to engage consultatively with people and resolve issues.
- A willingness to embrace change and continual improvement.
- Well-developed supervisory and contract management skills.

INTERPERSONAL SKILLS:

- Ability to motivate employees for increased productivity levels.
- Ability to create a safe and enjoyable workplace that staff enjoy attending.
- Sound verbal and written skills with the ability to competently liaise at all levels.

ORGANISATIONAL RELATIONSHIPS:

- Responsible for 10 permanent staff and up to 8 casual staff.
- Liaise and work with Infrastructure business support team.
- Liaise and work with the Asset Management team.

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualification in Waste Management or a related discipline and/or extensive Industry experience in the field of environmental/waste management.

KEY SELECTION CRITERIA:

- Tertiary qualification in Waste Management or a related discipline and/or extensive Industry experience in the field of environmental/waste management.
- A sound knowledge of issues associated with the operation of waste transfer stations.
- Proven skills in supervising and contract management.
- Proven ability to interpret and implement policies, procedures, systems and legislation relevant to the role.
- A positive attitude and willingness to work in the waste industry.
- Proven cash handling and reconciliation skills.
- Demonstrated self-management skills including time management.
- Undertake pre-employment medical and a completion of a criminal history check
- Current NT Driver's license.

CHANGES TO JOB DESCRIPTION:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment– including technological requirements or statutory changes.

Approved: (Manager/Supervisor)

Date:

Employee: