



Paroo Shire Council Position Description

Title:	Environmental Field Officer
Award:	Queensland Local Government Industry Award (Stream B) – State 2017, and Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024.
Level:	6
Employment Basis	Temporary Full Time (12 Month contract)
Department:	Community Support & Engagement
Location:	Cunnamulla

Position Objectives

This role is central to the planning and implementation of Council's Illegal dumping management project and to manage the enforcement of Council's Dumping related Local Laws as well as the requirements of state and federal legislation. This is a 12-month maximum term position with the possibility of extension, contingent on external funding.

Reporting Arrangements and Delegations

Works independently, as well as in a team, within general guidelines and objectives provided by the Director of Community Support & Engagement. This position has nil delegated purchasing authority in accordance with Council's Delegation Register.

Key Selection Criteria

1. Perform all tasks in a manner that does not place at risk the health and safety of any person;
2. Seek assistance when unsure of how to perform a task;
3. Ensure you observe, understand, and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures, and directives;
4. Regularly inspect your work environment for hazards;
5. Immediately report all workplace incidents, accidents, near-misses, and hazards to a supervisor;
6. Plan and implement Council's Illegal Dumping management project in line with the external funding agreement;
7. Coordinate with Waste Management Officers within Council to assist them to remain compliant with relevant laws and regulations; and
8. Provides a high level of communication and customer service to the community and all workers at Council.

Skills and Experience

- Able to meet the physical demands of the position;
- Able to demonstrate a high level of customer service with ability to liaise with culturally diverse stakeholders;
- Able to demonstrate personal drive and integrity, working unsupervised and providing guidance to others;
- Well organised, with ability to meet demanding deadlines and delivering high quality outcomes;

- 2 years previous in a similar role in agriculture, environmental management and/or natural resource management;
- Knowledge of relevant legislation, environmental management, biosecurity, natural resource management and conservation;
- The ability to quickly learn and apply legislation and local laws;
- The ability to communicate clearly with stakeholders in a range of circumstances and manage relationships to ensure they remain productive; and
- Strong written communication skills to ensure clarity, accuracy and compliance of written notices with legislative requirements.

Qualifications

- Current Queensland C Class Driver's License.

Desirable

- A relevant qualification in waste management, environmental management or a similar area.

Key Responsibilities and Duties

Environmental Health Project Management

- Assist in planning and day to day operations and management of illegal dumping;
- Assist in the preparation of budgets and budget milestones associated with the project management of the illegal dumping projects – annually, quarterly and monthly;
- Assist in the preparation of reports to the Department of Environment & Science – illegal dumping project;
- Ensuring equipment/cameras at allocated sites are installed and effectively maintained to ensure continuity of quality data;
- Analyse collected data and movements of illegal dumping – tyres and other illegal litter items;
- Actively sourcing appropriate opportunities to engage with industry regarding the illegal dumping of tyres;
- Engagement and supervision of contractors as required;
- Purchasing goods and services as required;
- Assist with the development of reports to Council;
- Installation of a data system for illegal dumping and the maintenance of the data for Council purposes;
- Overseeing and controlling illegal dumping movements;
- Project management - tasks including but not limited the monitoring and installation of a data records system to analyse illegal waste movements across the Shire;
- Assist with ensuring adequate and positive liaison with all interested parties including appropriate Government departments and members of the public to produce a positive public image for Council; and
- Maintain knowledge of all Council policies and procedures and relevant legislation applicable to Environmental Protection Act.

Natural Resource Management (NRM)

- Assist in the preparation of Council’s illegal dumping strategies and plans and associated budget and operational management plans;
- Engage and supervise contractors for the project management of illegal dumping operations as required;
- Increase the level of awareness, coordination and commitment of illegal dumping to all industry partners; and
- Maintain knowledge of all Council policies and procedures and relevant legislation applicable to the environment, biosecurity, natural resources and conservation.

Administration Responsibilities

- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner;
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Manager Environmental Services circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified;
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy;
- Ensure that Council Policies and manuals are fully understood and adhered to;
- Ensure that approved purchasing procedures are adhered to;
- Keep the relevant Manager appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public;
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced; and
- Completion of digital time sheets on a daily basis.

Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council’s safety management system;
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments;
- Undertake a vaccination risk assessment and ensure required vaccinations are completed;
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly; and
- Take all practical measures to ensure that your workplace is safe and without risk to health or property.

ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Willing to obtain a 'Blue Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
- Medically fit and physically capable to meet requirements of the position; and
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment.

Ethical Behaviour

HRPD999	Template for PDs with Instructions	Version	1.2	Revision Date	31/01/2023
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Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers' specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government Act 2009; and
- Maintain confidentiality of all Council information obtained during the course of employment.

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide consistent and excellent customer services to all stakeholders.

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

OTHER INFORMATION

- Paroo Shire Council is an Equal Employment Opportunity employer;
- All Employees within Council are subject to an initial three-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

PHYSICAL REQUIREMENTS

SEDENTARY WORK								
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input checked="" type="checkbox"/>		
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>		
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>		
WORK ENVIRONMENT								
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE		
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dampness	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fumes/gases	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION					
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs					
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS		
This job may include:								
Standing/Walking	Sitting		Driving	Hearing		<input checked="" type="checkbox"/>	Foot Movement	<input checked="" type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception		<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/> Occasional	<input type="checkbox"/>	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	Colour Discrimination		<input checked="" type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input checked="" type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 1-4 hrs	Peripheral Vision		<input type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/>	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs				Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/>	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs					

POSITION DESCRIPTION ACCEPTANCE

I agree and accept all terms, conditions and duties outlined in this document.

Employee Signature.....

Employee Name.....

Date.....

CEO Signature.....

CEO Name.....

Date.....