

POSITION DESCRIPTION

Contaminated Land Officer
(POS2658)

Directorate:	Operations	Department:	Environment
Position Grade:	Grade 15	Reports to:	Coordinator Asbestos and Remediation
Last review:	May 2024	Next review:	May 2025
		Version No.:	2.0

Position purpose:

To provide an advisory and operative capability to ensure compliance with Council's management of contaminated sites and asbestos management is in accordance with relevant legislation.

Key accountabilities/responsibilities:

Responsible for:

- 1) Support the Coordinator Asbestos and Remediation by providing information and solutions for all matters relating to management of Council's contaminated sites and implementation of Council's Asbestos and Waste Management System.
- 2) Provide advice in relation to Development Applications, property acquisitions, rezoning, master plans and project proposals with a potential contaminated sites impact.
- 3) Provide advice and management in relation to the monitoring of underground petroleum storage systems (UPSS) in the Liverpool LGA, engage with stakeholders including UPSS owners and the NSW EPA as required to facilitate compliance with relevant legislation.
- 4) Maintain Council's contaminated sites register, and Council's hazardous buildings materials register for buildings and structures as well as preparing and maintaining site specific Environmental Management Plans and asbestos management plans.
- 5) Provide information to Council, industry and the community on contaminated land and asbestos management.
- 6) Develop and coordinate training and information sessions as required.
- 7) Coordinate and prepare site investigations, contaminated land remediation strategies and overseeing their implementation and delivery.
- 8) Manage the procurement process for consultants and contractors to investigate and remediate contaminated sites and hazardous materials, including removal and remediation works in buildings.
- 9) Ensure appropriate Council policies in relation to WHS&R are followed for all work.
- 10) Participate and provide advice in Asbestos and or Contaminated Land Committee forums.
- 11) Implementing and maintaining sound risk management practices within sphere of accountability and authority by identifying, evaluating, managing and escalating risks as required.
- 12) Other tasks as directed that contribute to the City Environment team programs and activities.
- 13) Assisting the Operations directorate and other Council directorates, with the implementation of their asbestos management plans and procedures and contaminated land management.
- 14) Follow Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks and issues to Management on a timely manner.
- 15) Manage and deliver assigned projects and budgets to meet Council's requirements.

Decisions made in the position:

- 1) The means and method of implementing Council's Asbestos and Waste Management System following an initial response to an asbestos/contaminated waste Incident notification, and contaminated land Incident notification, in accordance with delegations.
- 2) The elevation of issues to the Coordinator Asbestos and Remediation for information, situation awareness, recommendation or further direction.
- 3) The selection and engagement of appropriate consultant(s) and contractors following approvals.
- 4) The review and action of consultant's site investigation conclusions and recommendations for remediation of contaminated sites or according to directions received from the Coordinator Asbestos and Remediation and/or Manager City Environment.

Decisions referred:

- 1) Matters for elevation to the Coordinator Asbestos and Remediation or nominated delegate(s).
- 2) The selection and recommendation of appropriate resources e.g. contractor(s) for the removal, disposal or integration of identified asbestos material or remediation of contaminated sites in accordance with Council's procurement policies and procedures.
- 3) Expenditure over delegated limit.
- 4) Suggested changes to Council's Asbestos and Waste Management System and Asbestos Management Plans.

Key issues/challenges:

- 1) Assisting the Coordinator Asbestos and Remediation and Manager City Environment.
- 2) To assist in the development of well documented procedures for contaminated land and asbestos which are aligned with relevant legislation and Council's policies and procedures, which are easily understood and clearly defined, with definite role assignment.
- 3) To diligently and meticulously maintain existing records and to set-up new records within Council's TRIM based document management system.
- 4) To maintain the waste tracking system and assist with the development of an integrated intranet-based system and promote its use.
- 5) To promote and assist in the development of an awareness and understanding of Asbestos Management and contaminated land issues and procedures across the whole of Council and in so doing, develop an identifiable role position profile.
- 6) Embody and reflect Council's health, safety, and environmental values.

Key working relationships:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Environment team • Operations • Planning and Compliance • Community and Lifestyle | <ul style="list-style-type: none"> • WHS • City Futures • Internal and external stakeholders |
|--|---|

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA
<p>Qualifications/Licences</p> <ul style="list-style-type: none"> Degree qualifications in Environmental Management, Environmental Science or similar, and relevant industry experience supported by asbestos and contaminated site management experience. Current NSW Class C Driver's Licence
<p>Experience</p> <ul style="list-style-type: none"> Strong technical knowledge of asbestos and contaminated land management. Demonstrated experience in the interpretation, implementation and compliance with NSW legislation concerning asbestos, contaminated land and UPSS. Demonstrated experience in identifying and organising the management removal of asbestos in commercial and residential buildings and on public land. Development, documentation and implementation of procedures, relating to contaminated land and asbestos matters.
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> Sound knowledge of the principles of waste avoidance and resource recovery, and of environmental sustainability issues. Thorough knowledge of relevant guidelines and codes of practices relating to environmental and waste management including asbestos and land contamination management codes and waste classification guidelines. Knowledge of the Work Health and Safety Act and Regulations, the principles of Equal Employment Opportunity, ethical practices and multi-cultural diversity. Excellent interpersonal and communication skills with the ability to detailed technical reports and presentations. Use of Microsoft WORD and EXCEL to an advanced standard.
DESIRABLE CRITERIA
<p>Qualifications/Licences/Experience/Knowledge and Skills</p> <ul style="list-style-type: none"> Previous work for or with, a local Council, exhibiting a good understanding of the Local Government work environment. Demonstrable satisfactory performance in a role equivalent or similar to the subject position.

**LIVERPOOL
CITY
COUNCIL**



Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous