

Resource Management Officer (Temporary)

Council currently has a temporary position vacancy for a Resource Management Officer in the Assets and Infrastructure Department. This position will primarily be based at the Portland Customer Service Centre and the duties will extend across the Shire.

It is envisaged that the position will be for a period of up to 12 months commencing in January/February 2010 for the temporary replacement of a permanent staff member who will be commencing Parental Leave.

The position offers an interesting and diverse range of work and will typically cover contract management of waste management services including both domestic and public waste collections, coordination of waste disposal operations of transfer stations and landfills, including data collection and reporting and resource recovery, recycling and litter education.

A current drivers licence and proficiency in the Microsoft Office applications, including Word, Excel, and Outlook is essential. Experience in contract administration or the delivery of municipal services would be highly regarded.

An information package is available from the Portland Customer Service Centre on 03 5522 2200, via e-mail at employment@glenelg.vic.gov.au, or the website at www.glenelg.vic.gov.au.

For enquiries contact Stuart Ferrier on 0419 558 742. Applications close on Friday 18 December 2009 at 2 PM.