

Role Description

Crew Leader Waste Facilities



Title	Crew Leader Waste Facilities
Classification/Grade/Band	Band 2 Level 2
Group/Unit/Section	Roads Transport Drainage and Waste / Waste Management and Business Development/ Waste Facilities
Reports to	Team Leader Waste Facilities

Vision

A vibrant and sustainable Central Coast.

Purpose

To provide valuable services that strengthen and support the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Crew Leader Waste Facilities is responsible for the day to day operation of the Waste Facility and leadership of operational staff and contractors working on site.

The position of Crew Leader Waste Facilities is required to engage with employees and provide quality customer service and create value for the community.

This role will be required to work at any of Central Coast Council's (CCC) Waste Facilities from time to time.

Key Duties and Responsibilities

- Contribute to the management of the Waste Facility by providing effective supervision of staff and engagement and supervision of contractors working on site;



- Ensure staff working schedules are coordinated and updated, timesheets are maintained, updated and submitted as required and conduct staff performance appraisals as directed by the team leader and identify staff training requirements;
- Ensure all activities are carried out in accordance with all applicable legislative requirements, this includes compliance with the facilities Environment Protection Licence, Environmental Management System (EMS) and Landfill Environmental Management Plan (LEMP);
- Manage and maintain all environmental controls including sedimentation and erosion control, litter, dust, odour, storm water runoff and leachate management;
- Participate in the development of emergency response plans, including the pollution incident response management plan and emergency evacuation plan and in the absence of the team leader, execute plans if and when required;
- Ensure efficient and cost effective utilisation of all resources including human, plant and tool equipment.
- Lead operational daily activities and duties and maintain records for site inspections, site inductions, tool box talks, staff working schedules, storm water and leachate management;
- Act as the public face of the facility and effectively liaise with stakeholders ensuring the correct use of the landfill and recycling areas;
- Perform any other duties, tasks or projects the employer may assign, across CCC's other waste facilities, having regard to the incumbent's skills, training and experience in order to meet operational needs.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor;
- Decisions affect the work and activities of others within the work group or team;
- The work of the Crew Leader influences the community within a specified service line through the application of technical skill or application of regulatory requirements;



- The Crew Leader complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the team leader's acts or omissions;
- Identifies requirements as an input to budget development;
- Monitor budgetary spending within work area, against pre-determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintain motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives;
- Be open to new ideas, situation and challenges, adapts well and is calm under pressure;
- Be solution focused, committed to resolving differences and contributes to positive outcomes.

Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behavior accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to team leader for assistance and/ or withdraw from a conflict situation;
- Respond to colleagues who need clarification or guidance and help when workloads are high;



- Recognise performance issues that need addressing and seek relevant advice.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behavior and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.
- Assist the team to understand the organisation's direction, policies and services.

Team Work

- Recognise and acknowledge individual/team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity;
- Work collaboratively with colleagues, direct reports and team leader to positively influence team development and harmony;
- Understand team objectives and how their work relates to the team's success and contribute to the development and achievement of team goals and work;



- Share information with team members to assist them to understand and manage uncertainty and change.

QUALIFICATIONS

Essential

- Certificate IV qualification in Frontline Management or related field OR demonstrated solid contemporary experience in a similar role, combined within ongoing professional experience;
- Valid Construction General Induction Card from WorkSafe NSW or equivalent;
- Asbestos Removal Licences (Licence A and Licence B) or commitment to obtain within a specified time;
- Current Heavy Rigid (HR) Licence OR Medium Rigid Licence with the commitment to obtain HR within a specified time.;
- Current RMS Traffic Controller Certificate;
- Current First Aid certificate or commitment to obtain within a specified time.

Desirable

- Current RMS Implement Traffic Control Plans Certificate;
- Current Confined Space training certification;
- National Licence to Perform High Risk Work for Dogging (DG);

EXPERIENCE

- Extensive experience and knowledge in landfill operations and procedures;
- Demonstrated experience in the safe use of a range of plant items including front end loaders, water carts, large rollers, pumps and small plant items;
- Demonstrated knowledge and experience in the use of computerised systems and databases including Microsoft based products;



- Proven ability to participate and actively contribute in a team environment to achieve organisational goals and outcomes;
- Demonstrated strong customer service ethos and a demonstrated customer-centric approach to service provision;
- Demonstrated ability to communicate effectively with staff and the public verbally and to handle difficult situations with diplomacy;
- Demonstrated knowledge of and commitment to EEO principles.

Key Relationships

Internal	External
Leadership Team	Community
Unit Managers	State and Federal Government Agencies
Council employees	Industry representatives and associations
	Vendors
	Community

