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| **Title** | Trade Waste Officer |
| **Classification/Grade/Band** | Band 2 Level 2 |
| **Group/Unit/Section** | Water & Sewer / Headworks and Treatment/ Compliance Water Systems / Trade Waste |
| **Reports to** | Team Leader Trade Waste |

**Vision**

A vibrant organisation doing great things

**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, Be Safe 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 Trade Waste Officer is responsible for maintaining awareness of and managing potential impacts of non-compliance with legislation including Environmental Protection Act and licence conditions, failed sewerage treatment processes, environmental damage, injury or death to employees working on the sewerage system from toxic chemicals and resulting from the treatment process disruption or physical damage to the sewerage system.

The position of Trade Waste Officer is required to provide quality customer service and create value for the community.

**Key Duties and Responsibilities**

* Manage and regulate Liquid Trade Waste dischargers in accordance with the objectives of Central Coast Council (CCC) and the relevant legislation to ensure that they comply with Council’s policy to protect the region in terms of sewerage systems, Council employees, the community and the environment from the impacts of illegal liquid trade waste and effluent discharges;
* Manage trade waste referrals from Environment & Planning to ensure compliance with Council’s development approval guidelines;
* Possess specialist knowledge to ensure the impact of liquid trade waste discharges on the sewerage systems and the environment is minimised by providing technical advice in the assessment of building and development applications;
* Manage compliance requirements including inspecting properties to ensure compliance with application and approval conditions and where required, issuing compliance notices;
* Undertake the approval, planning and coordination of Trade Waste functions including but not limited to the collection and analysis of samples, inspections of premises, management of general enquiries and investigation of liquid trade waste issues and enforcement of legislation;
* Manage the applications, financials and maintenance associated with the provision of standpipe service delivery;
* Responds and attends to fieldwork issues that may occur outside normal working hours;
* Ensure that the data for raising of trade waste and septic effluent invoices is available and up to date; raise charge and invoice customer.
* Investigate any breach of the Liquid Trade Waste and Septic Effluent Policies or legislation and initiate action as appropriate, including issuing notices, penalty notices and legal action;
* Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent’s skills, training and experience.

**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;
* The Trade Waste Officer may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required;
* Decisions affect the work and activities of others within the section or from a specific project team;
* The work of the Trade Waste Officer influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
* The Trade Waste Officer 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 employee’s act or omissions;
* Has little or no responsibility for budget development;
* Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own 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 maintains 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.

**Interpersonal Skills**

* 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 a supervisor for assistance and/ or withdraw from a conflict situation.

**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 behaviour 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.

**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.

**QUALIFICATIONS**

**Essential**

* Certificate IV qualification in Water Operations (Sewer, Water or Trade Waste);
* Current Liquid Trade Waste Regulation Certification;
* Current Class C Driver’s Licence.

**Desirable**

* Certificate III qualification in Plumbing, Drainage and Gasfitting or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;
* Current Certification to Enter and Work in Confined Spaces;
* Current Certificate or Statement of Attainment to undertake Manual Handling Tasks;
* Current Provide First Aid certificate.

**EXPERIENCE**

* Significant experience working in an operational role the water and sewer industry including demonstrated previous water utility experience dealing with liquid trade waste;
* Demonstrated ability to operate modern sampling and precision testing equipment in accordance with legal standards, and where necessary, represent Council in legal proceedings;
* Demonstrated experience adhering to monitoring programs, accurate and timely reporting and professional management of programs is essential;
* Demonstrated knowledge of the Water Management Act, 2000, Local Government Act, 1993 and the Protection of the Environment Operations Act, 1997.

Key Relationships

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