

POSITION DESCRIPTION

Position Title:	Waste Coordinator West	Position Code:	5-WCW
Division:	Development and Environment	Grade:	E
Location:	Dubbo	Hours/Week:	38
Reports To:	Manager Resource Recovery and Efficiency		
No. Direct Reports:	9	No. Indirect Reports	Nil

Primary Purpose of Position

The Waste Coordinator supervises the day to day resources requirements in order to ensure efficient processing of solid waste and recycling. This includes:

- Coordination of operations at Whylandra Landfill.
- Sourcing and supervision of required resources – plant, labour, materials.
- Customer liaison including weighbridge operation.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Project / Programme Co-ordination	<ul style="list-style-type: none"> • Understand client and programme requirements. • Obtain and respond to client and public requests for information and assistance with waste matters. • Day to day coordination of plant and other resources at Whylandra Landfill. • Assist with consultation plans in relation to projects and programmes, such as “dollar days”. • Ensure compliance with and efficient implementation of the Defined Asset Management Policy as it applies to programmes assigned. • Operate weighbridge facilities. • Install and repair waste facilities. • Emergency response assistance.
Teamwork and Involvement	<ul style="list-style-type: none"> • Regular liaison with Manager and office staff to allow efficient and timely decision making. • Facilitate site induction and information flow to operational staff and contractors. • Undertake networking with clients, staff and appropriate bodies both internal and external to DRC.
Performance Management	<ul style="list-style-type: none"> • Ensure staff in the Branch are performance managed effectively and in line with DRC policies • Undertake training and development.

Key Accountabilities / Duties

Management systems	<ul style="list-style-type: none"> Follow organisational systems and procedures in the delivery of projects and programmes. Develop required new systems elements. Contract Supervision processes are followed.
Works Services Team Support	<ul style="list-style-type: none"> Participate and contribute to an effective and productive team Assist in any other matters as requested by the Manager or the Waste Services Officer.
Leadership	<ul style="list-style-type: none"> Represent the branch in a professional and ethical manner Provide the communication link from the Manager to your members of staff.
Team/People Management	<ul style="list-style-type: none"> Supervise your team and their duties ensuring that individual accountabilities and performance are monitored and achieved. In conjunction with HR policies, make recommendations to the Manager on appointments, promotions and terminations of staff under your control. Ensure that the organisation's policies and procedures are fully understood and adhered to by your team. Ensure appropriate communication to your team to ensure awareness of relevant key issues Foster good team work and high staff morale within the team.
Corporate Reporting, planning and Monitoring	<ul style="list-style-type: none"> Assist Manager in providing branch input and implementing the following strategic plans & documents; <ul style="list-style-type: none"> Management Plan Business Plan Agreed brief Branch Budget Provide input into corporate plans, reports, programs, and policies as required.

Inherent Requirements of the Position

- Class HR Drivers License
- Pre-employment health assessment.
- General Construction Induction card.
- First Aid certificate.
- This position is required to wear an approved DRC uniform at all times.
- This position is required to work indoors and outside, in public and non-public areas as a part of the role, thus a reasonable level of fitness and good manual handling techniques are an inherent requirement of the role.

- The position is provided with a DRC mobile phone which must be carried at all times. Personal calls are to be reimbursed regularly.
- Willingness to undertake further study as required.
- Identification / uniform statements, and equipment / benefits.

Selection Criteria

Essential

1. Demonstrated work related experience in waste and recycling operations.
2. Class HR Drivers License and plant operator competence including mechanical aptitude.
3. General administrative skills demonstrating a competent level of literacy and numeracy and basic computer skills with experience in email and Microsoft office programs.
4. General Construction Induction card.
5. Good customer service and verbal communication skills.

Desirable

6. Previous Local Government experience.
7. Technical qualification in waste management
8. Ability to effectively supervise staff and contribute to staff development.

Organisation Wide Accountabilities

Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Customer focused:
We are passionate about serving our community and creating a great place to live
- Integrity:
We act with integrity and professionalism and we are accountable to deliver the results we promise
- One team:
We work as one team and partner with others to deliver more than we can achieve alone

Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours
- Participating in any WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment

	<ul style="list-style-type: none"> • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: