

# Eurobodalla Shire Council Information Package

---

**Position vacant:** Site Supervisor – Brou Waste Management Facility

**Ref no:** ESC945

**Closing date:** Monday 8 April 2024 at 11:00pm

## Contents:

- Important information
- Position description
- Conditions of employment
- Organisation chart

Eurobodalla Shire Council  
PO Box 99 Moruya NSW 2537  
Phone: 02 4474 7378  
Email: [positions@esc.nsw.gov.au](mailto:positions@esc.nsw.gov.au)

Thank you for enquiring about this position.  
If you would like more information after reading this package,  
please contact Evan Brooks on 0409 014 225.

## Important information

---

Use our online application system to apply for this position. This can be accessed through the Vacant positions page of Council's website at [www.esc.nsw.gov.au/jobs-at-council](http://www.esc.nsw.gov.au/jobs-at-council).

Applicants found suitable through this recruitment process may be contacted for fixed term contract opportunities of less than 12 months where the position is similar in nature – meaning the position requires the same nature of duties, abilities, qualifications, experience and standard of work performance.

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples to demonstrate your knowledge and experience.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application please contact Council's recruitment team on 02 4474 7378.

## Position description

---

### Site Supervisor – Brou Waste Management Facility

Position code:	464
Division:	Waste Services
Location:	Brou Waste Management Facility
Band/Grade:	Administrative / Technical / Trades Band 2 Level 2 – Grade 12

### Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



#### **We are collaborative**

We ask for and share ideas, insights and knowledge.

We find strength and reward in working together.

#### **We are respectful**

We show respect and compassion to each other and our community. When there are issues, we go to the sources.

#### **We show team spirit**

We nurture and value our relationships, bringing out the best in each other.

#### **We are professional**

We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

#### **We are open and trusting**

We are upfront and sincere and trust our colleagues to respect our honest and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

To competently supervise the operations of Council's Waste Management facilities.

## Main duties and key result areas (KRA):

1. Supervise and allocate tasks to site staff and coordinate the staff roster. Complete performance appraisals with staff including training plans.  
*KRA: Staff rosters, performance appraisals and training plans are appropriately prepared within award conditions. Staff complete assigned tasks and work together harmoniously.*
2. Supervise and assist in the implementation of the Site Operation Plan and monitor the operational and environmental performance of the site.  
*KRA: The operations of the site are managed in accordance with Council requirements including:*
  - EPA licence requirements and environmental controls concerning daily operations are met.
  - Contract supervision is effective.
  - Site is operational and appropriately staffed during advertised opening hours.
3. Plan, control and organise construction projects and maintenance/renewal works on the site within allocated budget and agreed milestones.  
*KRA: Project outcomes meet budget, quality, safety and environmental requirements. All documentation completed to a high standard.*
4. Arrange for stock, appropriate collection and storage of goods, sale of goods and data collection at the Buy Back Centre.  
*KRA: Buy Back Centre is efficiently operated including:*
  - Sale areas are kept neat and tidy.
  - Recovery and sale of goods is maximised.
  - Data is collected on incoming and outgoing goods for each month.
5. Undertake administrative tasks relating to the waste landfill activities including:
  - *Compilation of statistical reports.*
  - *Risk Assessments and Safe Work Method Statements (SWMS).*
  - *Site Condition Reports.**KRA: Workplace documents are accurately completed in the required timeframe.*
6. Supervise and assist with the diversion of recoverable materials from the landfill and reduce contamination in stockpiles.  
*KRA: Recovery of recyclable material is maximised and contamination of recycling stockpiles is minimal.*
7. Operate and maintain weighbridge, measure incoming waste quantities, collect tipping fees and reconcile Council's fees where required.  
*KRA: Weighbridge is operational during opening hours and waste data as well as tipping fees are accurately collected and recorded where required.*

8. Provide excellent customer service concerning Council's waste operations and fees.  
*KRA: Excellent customer service is provided including:*
  - *Customers are directed to the correct disposal/recycling locations and assistance is provided where required.*
  - *Disputes between staff and customers are resolved in a timely and professional manner.*
  - *Responses to customer inquiries relating to waste services are courteous and correct.*
9. Maintain a harmonious work team environment.  
*KRA: Team members work together in an effective and harmonious manner.*
10. Ensure that buildings, equipment and tip grounds are maintained in a clean condition including undertaking litter collection around the site.  
*KRA: Site grounds are kept in a clean condition. Minor repairs to buildings and equipment are arranged. Major repairs are reported to the appropriate manager and recorded.*
11. Control the waste entering Council's waste facilities in accordance with Council's waste guidelines or policies.  
*KRA: Waste entering Council's waste management facilities is handled in accordance with Council's policies and procedures.*
12. Work in other waste management roles across Council's waste facilities as required to enable essential roles to be effectively covered at all times to ensure customer expectations are met.  
*KRA: Succession plans are developed and implemented to cover all roles on site.*
13. Within area of responsibility, ensure;
  - \*the application of EEO and Diversity principles
  - \*the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.*KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.*

## Qualifications/experience (selection criteria)

### Essential

1. Experience in civil construction, earthmoving, water management and plant operations ideally within landfill operations and/or resource recovery settings.
2. Ability to lead a small team and foster positive workplace behaviours.
3. Supervising contractors in accordance with Council policy, guidelines, and legislative requirements.
4. Ability to develop and implement project plans including estimating costs and plan reading.
5. Experience in operating small plant, mechanical equipment and tools.

6. Demonstrated ability to complete workplace documents in a timely and accurate manner.
7. Ability to gain experience operating a weighbridge including cash handling skills.
8. Demonstrated commitment to customer service with the ability to professionally and respectfully handle customer conflict.
9. Ability and willingness to work flexibly in accordance with award provisions.
10. Demonstrated knowledge of, or an ability to quickly gain knowledge of, Council's WHS Policy and WHS System and EEO and Diversity related policy and practices.

## Desirable

1. Tertiary qualification in waste management or similar or the willingness to undertake and gain appropriate qualifications.
2. Knowledge of environmental and operational requirements to operate a landfill.

## Licence and qualification requirements

### Mandatory licences and qualifications required prior to commencement

1. Current Class C Driver's Licence and willingness to obtain MR Driver's Licence within six months of commencement with Council assistance.
2. General Construction Induction Card (White Card) (or willingness and ability to obtain prior to commencement).

### Mandatory licences and qualifications required to obtain with Council assistance (if not currently held)

1. Implement Traffic Control Plans Certificate.

---

A satisfactory outcome as a result of a National Criminal History Record Check is a requirement for this position.

---

The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisor:	Waste Services Coordinator
Date:	March 2024

## Conditions of employment

---

Position title:	Site Supervisor – Brou Waste Management Facility
Reference number:	ESC945
Grading:	Grade 12 of Council's salary system
Salary range:	<p>In the range of \$3,231.29 to \$3,517.40 gross per fortnight comprising:</p> <ul style="list-style-type: none"><li>• \$2,816.53 to \$3,074.29 base salary</li><li>• \$94.54 Adverse Working Conditions allowance</li><li>• \$320.22 to \$348.57 superannuation (calculated at 11%)</li></ul>
On call:	When required by Council, participation in an on call roster is part of this position. An allowance is paid when on call.
Vehicle:	A fully maintained Council vehicle for to/from home use is available with this position.
Award:	Local Government (State) Award 2023
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-employment medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-employment medical examinations are at Council's expense.
Hearing test:	A hearing test must be completed within eight weeks from the date of offer. A copy of the report must be provided to WHS for review in order for probation to be signed off.
Vaccinations:	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently

immunised they must be willing to complete a course of vaccinations provided by Council.

Hours of work: Full time, 76 hours per fortnight with hours currently arranged:

Monday to Thursday 7.00am to 4.00pm

Fri – Week 1 7.00am to 3.30pm

Fri – Week 2 RDO

with variations from time to time to meet work requirements.

Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Location: Based from Council's Brou Waste Facility, and may be required to work at various locations across the Shire.

Leave entitlements: 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

---



## Organisation chart

