**Position Description**

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| **POSITION TITLE:** | WASTE SUPERINTENDENT |
| **DEPARTMENT:** | PLANNING AND ENVIRONMENTAL SERVICES |
| **AWARD BAND AND LEVEL:** | Band 3 Level 1 |
| **SALARY GRADE:** | 12 |
| **LAST REVIEW DATE:** | MAY 2019 |

**POSITION REPORTS TO:**

Manager Waste

**POSITIONS REPORTING TO THIS ONE:**

Waste Officer

Waste Attendant x 3

Waste Attendant- Rural x 4

**INTERNAL LIAISON:**

* Planning & Environment Staff
* Infrastructure Staff
* Operational Staff
* Corporate Service Staff

**EXTERNAL LIAISON:**

* State Government Departments and Agencies
* Contractors, consultants, suppliers and funding bodies
* Community representatives
* Residents and ratepayers

**DEPARTMENT OBJECTIVES:**

To provide services to the community including:

* Strategic Planning.
* Planning and Development Control.
* Health, Building and Environmental Management.
* Waste management.
* Animal Control.
* Regulatory and compliance management.
* Management of Councils built assets with the exception of the works depot.

**POSITION OBJECTIVES:**

To develop and operate Council’s Waste Management Facilities, Rural Landfills and Transfer Facilities to the relevant legislative standards.

**KEY RESPONSIBILITIES:**

1. To provide clear direction to, and efficient management of staff under this position’s control;
2. Operate the Gunnedah Waste Management Facility, Rural Landfills and Transfer Facilities within budgetary constraints;
3. To exercise all delegated functions, duties and responsibilities as well as implement without delay any decisions and/or directives flowing from management decisions on waste related matters;
4. To ensure compliance with waste management and environmental legislation, statutory licences, relevant Council policies, strategies and plans in the delivery of waste objectives, projects and tasks;
5. To implement safety standards at all worksites under this position’s control as required by Council policies, procedures and the WH&S Act and associated regulations. This position will be responsible for the supervision of employees, ensuring that all tasks are completed safely and meet or exceed the requirements. Responsibility will also include ensuring that all prestart, post run, and minor day to day maintenance tasks are carried out on all equipment; and
6. Assisting with the planning, allocation and monitoring of work in accordance with Council standards and agreements.

**TASKS:**

1. Deliver the maintenance and construction works budget under this positions control;
2. Conformance to the approved budget and the day-to-day delivery of the weekly waste management program;
3. Through the Manager Waste provide reports on compliance with statutory and licensing requirements, service delivery, works programs and budget control as required;
4. Develop effective work teams with clearly defined supervisory structures, work objectives and outcomes, including:
   * Ensure initial inductions for teams on plans, objectives and achievements.
   * Monitor worksites through regular site inspection and team meetings.
   * Accurate and timely handling of all grievances and disciplinary issues.
   * Promoting ownership and pride in the organisation through leadership, on the job training, delegation, recognition and fairness;
5. Ensure all work is conducted to Work Cover NSW standards and Council policy by qualified experienced staff. All work programs are to include a safety plan;
6. Ensure comprehensive risk management practises are in place within the Waste Management Team, are adhered to and are being regularly monitored;
7. Ensure the regular and effective passage of information;
8. Participate in the recruitment, training and assessment processes;
9. Conduct investigations for all incidents, accidents and near misses and implement appropriate corrective actions;
10. Evaluate and resolve any operational issues, seeking and implementing alternative solutions where appropriate; and
11. Organise rosters and resources ensuring all employees are accomplished, and labour costs are maintained within budgeted levels.

**DELEGATIONS:**

The General Manager pursuant to Section 378 of the Local Government Act 1993.shall extend a delegation to enable the designated staff member to undertake the functions of the position.

**CORE COMPETENCIES AND ACCOUNTABILITY:**

All Council employees are required to achieve and maintain an acceptable level of competence in the following areas. Assessment will be ongoing with a formal review to occur annually. In carrying out their duties employees must at all times:

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| **No.** | **Competency** | **Yes** | **No** | **Comment** |
| 1 | Demonstrate knowledge of Council’s purpose, structure, values and services. |  |  |  |
| 2 | Display a customer focused attitude both internally and externally |  |  |  |
| 3 | Communicate in a clear and concise manner |  |  |  |
| 4 | Deliver a high quality service and seek ways to improve work processes |  |  |  |
| 5 | Co-operate with other employees and assist in enhancing team morale. |  |  |  |
| 6 | Demonstrate and maintain a high level of integrity and confidentiality. |  |  |  |
| 7 | Actively discourage all forms of discrimination and harassment. |  |  |  |
| 8 | Demonstrate an understanding of Council’s Occupational Health and Safety policies and procedures and conform to all OHS requirements of the job. |  |  |  |
| 9 | Seek to improve performance by gaining new skills and knowledge through training and education. |  |  |  |

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| **Assessed Core**  **Competency Level** | **E** | **1** | **2** | **3** | **4** | **Date** |

**POSITION SPECIFIC COMPETENCIES AND ACCOUNTABILITIES:**

* **Authority and accountability:** Provides a professional advisory role to people within or outside the employer. Such advice may commit the employer and have significant impact upon external parties dealing with the employer. The position may manage several major projects or sections within a department of the employer.
* **Judgement and problem solving:** Positions have a high level of independence in solving problems and using judgement. Problems can be multi-faceted requiring detailed analysis of available options to solve operational, technical or service problems.
* **Specialist knowledge and skills:** The skills and knowledge to resolve problems where a number of complex alternatives need to be addressed.
* **Management skills:** May be required to manage staff, resolve operational problems and participate in a management team to resolve key problems.
* **Interpersonal skills:** Interpersonal skills in leading and motivating staff may be required. Persuasive skills are used in seeking agreement and discussing issues to resolve problems with people at all levels. Communication skills are required to enable provision of key advice both within and outside the employer and to liaise with external bodies.
* **Qualifications and experience:** Tertiary qualifications combined with a high level of practical experience and an in-depth knowledge of work.

**PHYSICAL REQUIREMENTS OF THE JOB:**

The following table represents the physical environment in which jobholders will be required to operate under normal circumstances based on average daily exposure to the nominated tasks. Additional tasks / requirements can be added.

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| **WORKING CONDITIONS / PHYSICAL REQUIREMENTS** | | | |
| Manual tasks Hw | 2 | Work Indoors | 2 |
| Manual tasks Lt | 2 | Work Outdoors | 2 |
| Repetitive lifting | 1 | High temperatures | 2 |
| Trunk twisting | 1 | Low temperatures | 2 |
| Extended standing | 2 | Operate machinery | 2 |
| Extended kneeling | 1 | Sun protection | 3 |
| Extended reaching | 1 | Safety boots/shoes | 3 |
| Elevating arms above shoulder | 1 | Respirator | 1 |
| Climbing into and from excavations | 1 | Ear protection | 1 |
| Crawling | 1 | Eye protection | 1 |
| Shovelling/digging | 1 | Safety helmet | 1 |
| Frequent bending | 1 | Work at heights | 0 |
| Extended sitting | 2 | Confined spaces | 0 |
| Extended walking | 1 | Extended vibration | 1 |
| Loud noise exposure | 2 | Extended driving | 2 |
| Work on uneven ground | 2 | Extended computer use | 2 |
| Colour vision | 2 | Exposure to chemicals | 2 |
| Depth perception | 1 | Exposure to Hepatitis | 2 |
| Balance | 1 | Fine manipulation | 0 |

**The Rating system used is:**

0 = No exposure / requirement

1 = Low exposure / requirement

2 = Medium exposure / requirement

3 = High exposure / requirement

**Performance Objectives:**

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| **Objective** | **Tasks** | **Performance Measures** |
| Ensure that all works meet quality, safety and environmental requirements, including those of engaged Contractors. | Ensure that all maintenance and construction is to acceptable quality standards. | Management Plan Requirements are met |
| Ensure that all maintenance and construction works are completed within Council’s Management Plan requirements. | Management requirements are met |
| Inductions are completed highlighting all safety, environmental and quality requirements for all site specific works. | Inductions are completed for all the specific works and all paper work is submitted for inclusion in councils data management system |
| Construction and maintenance of the Waste Management Facility, rural depots and transfer stations in a cost efficient and operationally effective manner. | All works are completed within budget and any budget deficiencies are reported to the Manager Building Environment in a timely manner. | Works are completed within budget or any deficiencies reported to the Manager Building & Environment in a timely manner |
| Work teams complete tasks efficiently. | Staff under this positions control are managed to ensure efficient delivery of the weekly works program |
| Ensure staff complete tasks effectively and efficiently through best practice and continuous improvement | Manage work teams on a day to day basis in line with the weekly works program | Tasks are identified and listed for wet weather/adverse working condition circumstances |
| Ensure that teams are utilised effectively, even during adverse conditions through effective planning (ie – wet weather tasks) | Tasks are identified and listed for wet weather/adverse working condition circumstances |
| Administrative tasks are completed | Manage staff on a day to day basis in line with the weekly works program | Work teams complete tasks as required by weekly works program |
| Ensure that staff are utilised effectively, even during adverse conditions through effective planning (ie – wet weather tasks) | Tasks are identified and listed for wet weather/adverse working conditions circumstances |
| Ensure that administrative tasks required for all works under this positions control are completed as per Council policies and directives | Timesheets, risk assessments, plant sheets, induction records, plant hire records, invoices, orders, traffic control checklists, etc |
| Council materials and plant are managed for optimum production | Plant used by staff is kept in safe working order and any issues with the safety or working order of plant is reported to the workshop superintendent appropriately. i.e. – daily plant checklists, plant sheets |
| Ensure that council plant is accounted for and in working order | All Council plant is accounted for and maintained as required by plant manuals |
| Works are completed using appropriate materials | All materials use d are appropriate for the task |
| All materials are used within safety, environmental and quality guidelines | All materials used are in accordance with MSDS |
| Ensure that materials are accounted for | All materials are accounted for |

**RECRUITMENT SELECTION CRITERIA:**

**ESSENTIAL**

1. Experience in waste or related environmental discipline.
2. Class 1C Drivers Licence.
3. Demonstrated skills in successful people and project management.
4. Demonstrated decision-making skills.
5. Sound literacy and numeracy skills together with basic computer skills.
6. Demonstrated experience in implementing workplace safety, quality systems and environmental assessment.
7. Ability to identify unsafe situations and hazards, problem solve and report accordingly.
8. Ability to work as a member of a team, together with the ability to develop and maintain team based operation without supervision.

**DESIRABLE**

1. Qualifications in Environmental/Natural Resource or Waste Management.
2. Understanding of legislative requirements for Waste Management Operations.
3. Current First Aid Certificate.
4. Current Truck MR Licence.
5. Cash handling experience with the ability to keep accurate records.

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| ***Note that signing the PD indicates an agreement and acceptance of the content as at the date of signing.*** |

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| **POSITION INCUMBENTS NAME** |  | **SIGNATURE** |  |
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