

Position Description

Title: Coordinator Waste Services (Position 172)	Award Classification: Band 3, Level 3
Department: Commercial Business	Salary Classification: Grade 6
Tenure: Permanent Full Time	FTE: 1

Context:

The Coordinator Waste Services operates in an environment of regulatory, environmental and other compliance change. The position is required to provide a high level of customer service to the broader community whilst being challenged to meet recycling and waste minimisation goals of the Council and other levels of government.

Waste services are part of the Commercial Business group of Kempsey Shire Council and manage all aspects of waste across the local government area. Diversion of waste streams to recycling or reuse is a key goal of the Council.

Role Purpose:

To coordinate waste services within the Kempsey Shire Council local government area. The position manages waste collection contracts, landfills/transfer stations, recycling streams and is responsible for the performance of staff within the waste services team.

Key Accountabilities:

- Ensure operations within the Crescent Head Road Waste Management Centre, together with the operation of the South West Rocks, Stuarts Point and Bellbrook Waste Transfer Stations are efficient and high levels of customer service provided.
- Assist to complete long-term planning for assets associated with waste management and the methods in which the waste services are provided.
- Manage waste collection contracts to ensure quality service is provided to the LGA.
- Implement best practice in relation to diversion of waste streams to recycling, including planning to ensure Council and State Government targets are met.
- Identify opportunities for the reuse of waste including realising commercial opportunities.
- Coordinate commercial arrangements with other surrounding Council's or commercial entities related to the disposal of recycled material collections.
- Ensure all EPA licence and other conditions are complied with and reporting is undertaken in a timely and accurate manner.

- Review annually the Pollution Incident Response Management Plan for the Waste Management Centre
- Develop and implement the Waste Business Plan for Kempsey Shire Council.
- Manage waste service operations to ensure services provided are sustainable, including the setting of fees and charges.
- Project manage capital works in the areas of responsibility as required, including engagement of consultants and management of contracts.
- Guide the delivery of waste education services to the community
- Coordinate meetings of the Waste Services team to ensure accurate and timely provision of organisational information.
- Contribute to the promotion of teamwork and assist in building team spirit within work crews to optimize work output across all waste management sites;
- Identify opportunities for efficiency and improved services in the provision of waste management services.
- The provision of sound, timely and accurate advice and reporting, where appropriate, to the Manager Commercial Business or their delegate.
- Represent Council at the Regional Waste Group (Midwaste) meetings and participate in the development of waste programs initiated by Midwaste.
- Effective budgetary management.
- Coordinate and manage individual performance of staff
- Mentor, support and develop staff within the team
- Promoting high levels of Customer Service

Core Competencies:

- Qualifications and demonstrated experience in environmental management, waste management or a related discipline
- Contract management
- Project management
- Design and delivery of education/training
- Demonstrated capability leading teams in a waste collection/landfill context
- Able to prioritise and meet deadlines. Implement weekly, fortnightly and monthly work schedules and work programs.
- Hold and maintain a current Drivers licence
- Hold a WorkCover Construction Induction Card



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Supervision Received:

This role reports to the Manager Commercial Business.

Supervision Exercised:

The following roles report to the Coordinator Waste Services:

- Waste Strategy and Education Officer
- Team Leader Waste Services

Role Authorisation:

.....(Director Signature) Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) Date