

# Position Description

## WASTE AND SALEYARD COORDINATOR

### POSITION INFORMATION

<b>Directorate</b>	Development and Economic Growth
<b>Reports To</b>	Manager Environmental Services
<b>Grade</b>	Grade 5 in Council's salary system
<b>Location</b>	Narrabri Shire
<b>Award</b>	Local Government (State) Award

### POSITION OBJECTIVE

The Waste and Saleyards Coordinator is responsible for the day to day operations of the Narrabri Landfill and eight transfer stations across the Shire, and the Narrabri Saleyards. The position is responsible for implementing operational plans, policies and procedures to achieve operational effectiveness and take a lead role in process improvement.

### KEY RESPONSIBILITIES

Shall include but not be limited to:

#### NARRABRI LANDFILL AND TRANSFER STATIONS

- Coordinate operations of the Narrabri Landfill and transfer stations to maximise resource recovery and minimise landfilling.
- Supervise and provide direction to staff and contractors at the Narrabri Landfill and transfer stations.
- Capture data in relation to all waste disposals.
- Supervise resource recovery activities such as steel and lead acid battery collection, green waste processing, waste oil collection etc to ensure contract compliance.
- Provide input to the design of infrastructure at the landfill, particularly in terms of operational effectiveness.
- Assist with the implementation of relevant policies and procedures relating to the Landfill Environmental Management Plan (LEMP) and landfill operations.
- Assist the Manager Environmental Services to implement projects, programs and policies relating to Council's Delivery Program and Operational Plan relating to waste management and resource recovery.
- Ensure that the Narrabri Landfill operates within its Environment Protection Authority (EPA) Licence.
- Participate in Northern Inland Regional Waste meetings and activities as required.
- Coordinate the collection, collation, and reporting of waste management statistics and reports to the Manager Environmental Services as required.
- Assist with the preparation of emergency response plans for the Narrabri landfill and waste transfer stations and play an active role in emergency response at these sites.
- Monitor the activities of Council's waste collection and processing contractor to ensure appropriate waste, recycling and organics collection, disposal and processing occurs.
- Monitor as required by the Manager Environmental Services contract compliance by Councils waste collection contractor.

- Manage contract provision and compliance of service providers including but not limited to contracts for:-
  - Greenwaste processing
  - Metal collection
  - Concrete crushing
  - Oil collection
  - Drummuster
  - Chemical collection
  - Tyre collection
- Provide data and reports in a format acceptable to the EPA to comply with Councils requirements for licence reporting.

#### **SALEYARDS/NARRABRI LIVESTOCK SELLING CENTRE**

- Coordinate operations of the Narrabri Saleyards to provide a safe work environment for Sale Days.
- Supervise the Saleyards Operator and oversee the operation and maintenance of the saleyards.
- Assist with the implementation of relevant policies and procedures relating to Quality Assurance Manuals and relevant policies and procedures.
- Ensure that the saleyards operates within its EPA Licence.
- Develop and maintain a positive working relationship with the Agents Association, transport operators and other key stakeholders.
- Participate in the Narrabri Saleyards Advisory Committee as required.
- Coordinate on-site capital works projects relating to operations.
- Develop business opportunity plans relating to saleyards operations for consideration and implementation.

#### **GENERAL WASTE AND SALEYARD**

- Ensure Council's Workplace Health and Safety (WHS) policies and procedures are adequate and appropriate for all tasks performed.
- Monitor the operational budgets in all areas of responsibility and report variances to the Manager Environmental Services.
- Assist in the preparation of forward planning including operational and capital budget requests.
- Provide a high level of customer service to Council's customers, contractors and users of Council's facilities.
- Support improved condition based asset management across waste and saleyards facilities.
- Prepare Request for Quotations as required for both services and capital expenditure items as directed by the Manager Environmental Services.
- Project manage construction and civil works as required for the operational sites under the positions control.
- Manage operational plant and machinery utilised by the section including input into assessment of utilisation, suitability and replacement.

#### **GENERAL**

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.

**NOTE:**

- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Immunity to Hepatitis B and Q Fever will need to be attained and maintained.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

### **REPORTING RELATIONSHIPS**

Direct Reports: 8  
Indirect Reports: Nil

### **COMPLIANCE TRAINING AND LICENCE REQUIREMENTS**

- Class C NSW Drivers Licence.
- Work Health and Safety General Construction Induction (White Card).

### **AUTHORITY & DELEGATIONS**

Authority and delegations applicable to this position are laid out in Council policies and delegations register which are updated from time to time. Refer to these controlled documents for specific information.

### **SELECTION CRITERIA**

**Essential**

- Certificate IV in a relevant field or related education equivalent and/or experience in waste management or similar environmental field demonstrating technical knowledge relevant to the position.
- Demonstrated ability to understand and implement operational guides, policies and procedures.
- Demonstrated ability to work independently, show an aptitude for team work and the ability to direct and supervise operational staff.
- Well-developed oral and written communication skills, including the ability to collate data and provide various internal documents and reports with relevant recommendations to Management.
- Demonstrated understanding of budgets, including expenditure monitoring, and ability to assist with forecasting future expenditure.
- Well-developed computer skills in the workplace, including word processors, spreadsheets, and databases.
- Experience in monitoring/managing contracts.
- Experience in project management of civil and capital works.
- Current Class C Driver Licence (manual).
- Work Health and Safety General Construction Induction (White Card).

**Desirable**

- Tertiary qualifications in environmental science, asset management or other relevant field.
- Short course or higher qualifications in Management.
- Experience in the management of plant and assessment of operational capabilities.

- Certificate of Competency of load shifting machines:
  - Front end loader of the skid steer type
  - Tracked front end loader
  - Forklift

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**VERSION: 2017.1**

I hereby agree that this role statement accurately reflects work requirements.

#### **AUTHORISATION**

Executive Manager

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

Line Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Director: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_