

POSITION DESCRIPTION	
Title:	Operations Manager - Waste Services
Group:	Asset Strategy
Reports to:	Waste and Resource Recovery Manager
Grade:	20
Civil Liability Allowance:	Yes
Hours:	35
Vehicle:	Yes
Pre-placement medical	Low Risk - Not Required
National Criminal Check	Not Required
WCCC Check	Not Required
Position Purpose	
<p>The Operations Manager - Waste Services is accountable for the strategic, environmental and operational performance and management of the Waste and Resource Recovery Facility and Sand Mine co-located at the Dunmore Depot.</p> <p>The position is required to manage the operational, financial, legislative, environmental and regulatory performance of the Dunmore site. This includes allocation and management of resources to achieve a defined return on investment for the business operations. The position will also contribute to and influence waste policy, strategic planning and all other areas of Council's waste services.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • A Degree in Environmental Engineering, Civil Engineering or other relevant and equivalent tertiary qualification with relevant extensive experience. • WHS General Induction for Construction in NSW Certificate. • Extensive experience and knowledge in landfill management, waste operations and environmental risk management monitoring, compliance and remediation. • Demonstrated ability to apply civil engineering construction principals to capital investments and to inform maintenance programs. • Extensive experience financial management skills to prepare, analyse and manage large budgets to achieve a definite return on investment. • Comprehensive understanding of relevant practices and policies and legal and legislative requirements in this field. • High level skills in project and/or operational planning. • High level verbal and interpersonal skills including negotiation, conflict resolution, decision making and the ability to communicate effectively with employees and customers. 	

- Ability to lead, manage, develop and motivate a workforce including liaison and negotiation with unions.
- Sound understanding and commitment to WHS and statutory requirements, quality standards and management systems.

Desirable:

- Production Manager's Permit under the Health and Safety Act 2004.
- Demonstrated knowledge of and experience in Local Government activities in particular issues facing Local Government in waste management.

Main Activities/Tasks

Management

- Manage day to day operations of the Dunmore Facility to ensure compliance with environment and planning requirements including Environmental Protection Licenses, planning consents, site management plans and benchmark landfill best practices.
- Ensure that site operations are managed in a sustainable way to meet budget expectations, environmental requirements whilst improving the customer experience.
- Ensure that operations comply with relevant legislative and regulatory requirements.
- Apply innovative engineering and management principles so that the waste facilities are an example of industry best practice.
- Develop engineering performance standards for operation plant and equipment including compaction performance, plant performance, density monitoring, cover material use as a percentage of landfill waste.
- Oversee road, batter, landfill cell, storm water and leachate construction and validation works as required in accordance with legislative requirements and engineering principals.
- Liaise with EPA, DP&E, Department of Mines as well as other appropriate government agencies as required.
- Facilitate the development, implementation and regular review of operational/site specific plans, strategies and business systems including, but not limited to, Service Level Charters; Operational Management Plans and Strategies; WHS Management Plans; Environmental Management Plans; Emergency Response Plans; Traffic Management Plans; Landfill Final Landform Plans; Progressive Fill and Excavation Plans; Landfill Rehabilitation Plans; Landfill Capacity and Compaction Reporting Tools Manage Waste Facility day labour operations, outsourced contracts, works and maintenance activities.
- Set environmental monitoring regimes to comply with statutory requirements and to achieve environmental improvements.
- Regularly review environmental data and analysis to inform remediation programs and reduce environmental harm.
- Overall management of operational plant, equipment, materials and resources.
- Prepare business cases for and deliver capital works projects associated with waste depot service delivery and improvements.
- Long and short term staffing and plant operational planning in line with strategic directions for the waste and resource recovery facility and sand mine.
- Procure and manage operational contracts related to the operations of the Dunmore Facility.
- Manage all financial responsibilities under the positions control including establishing operational budgets, long term budget forecasting, capital budgeting (short and long term), monitoring expenditure and providing regular budget reports.

- Undertake environmental, safety and fraud/corruption prevention audits and compliance checks within the Dunmore Facility.
- Manage weighbridge operations including weighbridge business systems, developing operational policies and procedures, implementing fraud prevention strategies and facilitating employees training for cash handling.
- Ensure accurate data is collected on Council's weighing system and supplied as required to satisfy the Protection of the Environment Operations Act and Protection of the Environment Operations (Waste) Regulation requirements.
- Develop, document and implement operating, administrative, safety and maintenance procedures.
- Ensure all plant and equipment used to support service delivery is operated in a safe and efficient manner, in accordance with work plans and budgetary requirements.
- Manage Council's Sand Dredging Operations to ensure that Council complies with the Mine Health and Safety Act.
- Lead the performance of teams and individuals within the Landfill Operations section including training, competency management, performance reviews and undertaking recruitment when required.
- Undertake monthly, quarterly, and annual reporting as required both corporately and to acquit legislative requirements.
- Provide high level support to the Waste and Resource Recovery Manager including contributing to strategic and asset planning, policy development, business development, corporate reporting and providing high level management advice.
- Ensure activities are well planned and executed using sound project management practices and principles.
- Monitor sector, state and federal legislative and regulatory requirements and industry best practice and advise on the implications for the organisation.
- Stay abreast of and provide advice regarding relevant industry and influential legislation including the Protection of the Environment Operations Act, Waste Avoidance & Resource Recovery Act 2001 and associated regulations, the Local Government Act, the Environmental Planning and Assessment Act, the Roads Act, Container Deposit legislation and the licensing procedures for the Environmental Protection Authority.
- Ensure that operations comply with relevant legislative and regulatory requirements.
- Manage the operation of special projects as required, including undertaking procurement activities, planning, monitoring and controlling works, and contract management for outsourced operational services, support services and consultancies.
- Develop and implement effective training, team building and competency management programs for operational employees and assist build technical and operational knowledge, capabilities and overall team capacity.

Corporate

- Adhere to Shellharbour City Council's corporate standards, systems and procedures.
- Participate in the performance and development review process to manage own performance.
- Provide supervision, coaching and guidance to employees/contractors.
- Provide specialist support and guidance to team and others in Council.
- Ensure employees/contractors are involved appropriately in decision-making and are informed of relevant decisions.
- Implement and manage communications with employees and contractors including both formal and informal meetings.

- Ensure both employees and contractors receive regular feedback regarding their performance and conduct formal performance and development reviews.

Contribute to the overall management of the organisation

- Assist in the development of and reporting on Council's Community Strategic Plan, the 4 year Delivery Program, the annual Operational Plan and budgets.
- Assist in the development, implementation, maintenance of and reporting on Council's management systems including, but not limited to, those addressing asset management, contracts, project delivery, safety and quality.
- Implement and develop corporate Council policies and procedures.
- Prepare and present Council, legislative, technical and performance reports to internal and external customers.
- Maintain currency of professional expertise.
- Assist with Council's audit processes.
- Design and implement effective, efficient and economical risk management and internal control framework that prevents and detects fraud and corruption.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and employees.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Ensure safe working conditions are maintained and report any unsafe conditions that are identified.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.
- Provide information, training and appropriate supervision to people in your area of responsibility to enable them to work safely.
- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed.
- Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control risks.
- Ensure all incidents, hazards and near misses are reported and immediately followed up.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Ensure that team outcomes and deliverables benefit one or more of the 4 C's (Community, Councillors, Customers and Council).