

Position Description

Leading Hand - Waste



Position Title	Leading Hand - Waste	Role ID	RRLHA1
Division	Sustainable Communities and Environment	Unit	Resource Recovery
Job Grade	5	Award	38
Reports To	Supervisor - Resource Recovery Centre		
Revised/Created	January 2020 – Template updated		

Primary Objective

- Perform daily duties to supervise and coordinate daily works schedules for waste operational that conform to Council's goals at the site.
- Coordinate, supervise and undertake maintenance and development of Council's Resource Recovery Facility to ensure safe and effective operations in accordance with relevant regulators.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

Organisational Environment

SUSTAINABLE COMMUNITIES AND ENVIRONMENT

The Sustainable Communities and Environment Division is responsible for the Management of Resource Recovery, Sustainability and Environment, Parks and Active Communities, Community Services, Tweed Holiday Parks and Cultural Facilities throughout the Shire.

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Resource Recovery Unit

The Resource Recovery Unit is responsible for the management of waste services which includes the management of the waste collection and disposal, recycling, community waste education and the planning, design, construction, operation and environmental performance of Council's Resource Recovery Centre.

The Position

This is a supervisory and operational role reporting directly to the Resource Recovery Supervisor Waste Management.

The position is expected to contribute to improvements throughout the resource recovery facility through identification, design and construction of projects within the site and any external waste assets.

The position generally supervises 2 weighbridge operators, 2 revegetation management officers and plant operators both Council and contractors to coordinate the maintenance program of the site.

The position is required to perform a training role to weighbridge staff, labourers, plant operators and labour market programs.

The position reports to the Resource Recovery Supervisor

The position requires well developed communication and problem solving skills.

The position is required to respond directly to customer work requests (CWR's) referring only issues of a non-standard nature to the supervisor

The position requires that procedures outlined in the Construction Safety Act and Work Health and Safety Act are followed to ensure the safety of the general public and other workers.

The position requires interaction with other units within Council's organization to ensure that new projects and maintenance is carried out in a professional and efficient manner.

The position can be called upon to organise and assist emergency services during adverse conditions.

The position is required to interact with contractors and instrumentalities to maintain a record of day-to-day activities.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

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The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Landfill and weighbridge operations	<ul style="list-style-type: none">• Co-ordinate all daily waste employees at the site including contractual plant operators to manage a scheduled maintenance regime.• Ensure daily records are completed for all activities.• Carry out estimates of cost for non-routine maintenance activities.• Respond to unscheduled maintenances requirements.• Prioritise daily works schedule.• Select and operate appropriate plant.• Apply waste operations skills in the processing and disposal at the Stotts Creek site.
2. Revegetation operations	<ul style="list-style-type: none">• Estimate and prepare time, labour, plant and material requirements for regeneration projects.• Ensure works are completed to recognised Horticulture standards.• Liaise with Management within Waste unit Supervisor to ensure timely delivery of projects within allocated budgets and resources.• Monitor supply and quality of materials.• Supervise completion of regeneration projects.• Carry out activity risk assessments and deliver site inductions for waste members and Contractors.• Ensure adequacy of environmental protection measures.• Complete Incident Reports and investigate work safety improvements.
3. Customer Service	<ul style="list-style-type: none">• Provide prompt and courteous advice to the community and internal stakeholders visiting the site.• Respond directly to customer work requests (CWR's) referring only issues of a non-standard nature to the supervisor.

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4. Conflict resolution	<ul style="list-style-type: none">• Resolve conflicts that may arise between staff and contractors under the positions supervision.• Resolve conflicts involving members of the community on issues related to Waste Services.
5. Health, safety and environmental management system	<ul style="list-style-type: none">• Ensure that hazards are identified, risks are assessed and controlled for works within area of responsibility.• Ensure that site inductions are carried out for works within area of responsibility.• Ensure employees and others under direct supervision are appropriately trained in safe operating procedures, safe work method statements, plant manufacturer's safety guidelines, and legislative requirements.• Report health and safety risks or difficulties to supervisor, relevant specialist areas or OHS section.• Assist individual employees to improve OHS performance.• Ensure all hazards and incidents are reported via Council reporting processes.• Contribute to the development, implementation and review of workplace safety procedures and practices which protect and safeguard the health and safety of council staff, the community and the environment.

The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017. New staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

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Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

Organisational and External Relationships

Organisational Relationships

- Management and other unit members.

External Relationships

- Contractors and members of the public

Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor.

Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. Hold a Current Vehicle Licence – Car or Light Rigid or Medium Rigid or Heavy Rigid or Heavy Combination or be eligible to obtain this.
2. Hold a current frontend loader, excavator and forklift tickets
3. Appropriate training such as frontline management, etc.
4. Appropriate Chemical users certificate. (Chemcert certificate).
5. Demonstrated competence in supervision of staff, plant and physical resources for maintenance activities.
6. Demonstrated competence in estimating work activity resources, weighbridge operation and quality controls.
7. Demonstrated competence in site and roadway traffic control.
8. Demonstrated high level oral communication skills.
9. Demonstrated competence in appropriate record keeping and report writing.
10. Demonstrated competence in implementing environmental protection devices.
11. Demonstrated competence in reading and understanding plans/drawings.
12. Demonstrated competence in preparing cost estimates for maintenance work to the value of \$5K.
13. Demonstrated competence in care and maintenance of waste operational areas.
14. Demonstrate competence to design and construct minor projects.

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Desirable:

1. General Construction Induction Card (White Card).
2. Demonstrate competence in handling public enquiries, complaints and minor conflicts.
3. Demonstrated sound knowledge of Council's Landfill Environmental Management Plan and associated Environmental Protection Licences.
4. Demonstrated sound knowledge of Council's Safety and Environmental Management Systems.
5. Competent in the taking of water samples and completing associated analyses and documenting.

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.
Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Intermediate
Display Resilience and Adaptability	Intermediate
Act with Integrity	Intermediate
Demonstrate Accountability	Intermediate
Relationships	
Work Collaboratively	Intermediate
Communicate with a Customer and Community Focus	Intermediate
Influence and Negotiate	N/A
Results	
Plan and Prioritise	N/A
Think and Solve Problems	Intermediate
Deliver Results	Intermediate
Workforce Leadership (supervisory roles only)	
Manage and Develop People	N/A