



Our Values

Respect Honesty Commitment Courage

Position Title:	Waste Services Supervisor
Directorate:	Sustainable Development and Infrastructure Services
Reports to:	Coordinator Waste Services
Date effective:	January 2022
Agreement Level:	EBA Level 5
Position no:	WAS04

Values only become meaningful when they are translated into behaviours that people engage in and others can observe. They are the cornerstone of ‘walking the talk’.

1. Purpose

To oversee the daily waste facility activity and waste operations personnel to ensure the efficient and effective operations of the facility to meet relevant statutory requirements, and in accordance with adopted management plans.

1.2 Community strategic goals



Goal 1:
Valuing the natural environment



Goal 2:
Welcoming and inclusive communities



Goal 3:
Managing growth sustainably



Goal 4:
Vibrant and diverse economy



Goal 5:
Effective leadership and governance

1.3 Key functions and duties

Key result area	Specific actions	
Supervision	<ul style="list-style-type: none"> • Responsible for supervising waste disposal facility operations including Landfill, recycling operations, inert disposal area to acceptable Council standards, WHS requirements and DWER licence requirements and other relevant statutory obligations • Liaise and coordinate resources of plant, labour and materials to deliver service requirements and/or undertake construction projects. • Plan resources and daily activity of waste operators • Supervise operation and maintenance of allocated plant and minor equipment • Ensure team submit all required machine log books, plant reports and timesheets as directed • Contribute to the ongoing process of plant assessment and replacement in consultation with team and workshop supervisor • Responsible for providing employees under their supervision with on-the-job training, guidance, mentoring and inductions for new waste operators • Assist in the management of staff issues on the ground • Assist with the planning and running of team meetings • Participate in the performance appraisal process for staff under their supervision. • Recognise hazards, risks and problems that may occur or arise during operations and take appropriate action to resolve the problems within limits of responsibility • Supervise servicing demands and operations for transfer stations • Supervise the sorting, separation, processing of recyclables for transport to end markets in accordance with Safe Work Procedures • Supervise special burials of asbestos containing material in accordance with disposal procedure • Supervise maintenance of green waste, construction and demolition waste and scrap metal stockpiles to safe levels and in accordance with operational standards. 	30%
General Waste operations	<ul style="list-style-type: none"> • Undertake daily site contingency planning and management • Supervise and undertake onsite water management processes and procedures • Manage emission controls for site (dust, odour, noise) • Undertake as required the sorting, separation, processing of recyclables for transport to end markets in accordance with Safe Work Procedures • Undertake as required inert waste area operations. • Operation of all major plant including bale press, glass crusher, telehandler and other plant and equipment in accordance with Safe Work Procedures. 	30%
Landfill specific	<ul style="list-style-type: none"> • Operation of loader and dozer and miscellaneous minor plant in accordance with SOPs • Management of the landfill working face activity and personnel in all weather conditions taking into account orderly truck movements, effective waste placement, disposal locations, compaction and daily cover operations to DWER licence requirements and Shire operational plans. • Develop contingencies as required to maintain operations in all weather conditions • Determine survey markers/indicators for daily waste operations and interpret landfill management plans and survey diagrams • Supervise landfill operations in accordance with adopted management plans, DWER licence conditions and as directed by Coordinator Waste Services. • Conduct daily inspections of landfill working face to ensure compliance with DWER conditions and report to Coordinator 	20%
Administration	<ul style="list-style-type: none"> • Coordinate exchange of information between office and field staff • Read and interpret relevant regulations, instructions, manuals, notices and signs applicable to the operation of the facility 	10%

	<ul style="list-style-type: none"> Respond to customer queries in an appropriate manner. Provides purchasing support to Coordinator Secure resources in accordance with the Shire's procurement policy Assist Coordinator with kerbside collection contract management and issue resolution Research and investigate continuous improvement opportunities to enhance efficiency and effectiveness of site processes and procedures Develop operating procedures and processes to support activities undertaken on site Assist in annual data reporting as required (NPI, Waste Census, Annual Waste Data Online reporting, Annual licence reporting) Engage and supervise contractors to deliver services as required 	
OSH	<ul style="list-style-type: none"> Develop and review workplace safety plans and identify hazards associated within their workplace Implement, promote and monitor Shire's WHS policies, procedures and programs within the workplace Conduct accident/incident investigations Support and facilitate the effective return to work programs for employees injured in the workplace Conduct safety inspections Act on the outcomes of injury/incident investigations, and hazard reports, or issues raised by employees and/or Safety Representatives within reasonable timeframes Induct staff, contractors, volunteers in worksite hazards and safety controls Monitor and report WHS performance within the Shire WHS management system (WHS progress report, Hazard identification register etc.) 	10%

General

- Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures & principles;
- Work in accordance with the Shire's defined Occupational Safety and Health legislation, procedures and principles;
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

2. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following:

2.1 [Authorisations Register - Authorisations to sign documents](#)

Up to \$5,000

3. Relationships

3.1 Responsible to
Coordinator Waste Services

3.2 Responsible for
Waste Operators (x3)

3.3 Internal Stakeholders
Manager Waste and Major Projects
Director Sustainable Development and Infrastructure Services
Department and Interdepartmental Staff

3.4 External Stakeholders
General Public
Facility Users
Government Departments
Community Organisations
Contractors

4. Position Selection Criteria

4.1 Position essentials - General
Current HR License with truck, loader and dozer operational experience.
Proven detailed knowledge and understanding of waste operations and requirements.
Proven sound supervisory skills and experience.
Demonstrated safe operation and user maintenance of specialist and /or heavy vehicles (specifically trucks, loaders and dozers).
Demonstrated experience in documentation and coordination of safe operating systems within the workplace (Safe Work Procedures).
Demonstrated ability to job plan including scheduling, prioritising, recording and reporting under limited supervision.
Well-developed written and verbal communication skills.
4.2 Position desirables
Previous experience in landfill, recycling and wastewater treatment facility operations and maintenance.
Completed a supervisory certificate course or equivalent.
Knowledge of local government functions and responsibilities.

5. Parties

Present Occupant Name: _____	Signature: _____	Date: _____
Supervisor Name: _____	Signature: _____	Date: _____