

<b>POSITION TITLE:</b>	Waste Management Officer	<b>POSITION NO:</b>	2501
<b>EMPLOYMENT TYPE:</b>	Permanent Full Time		
<b>CLASSIFICATION:</b>	Level 4		
<b>CERTIFIED AGREEMENT:</b>	Officers	<b>AWARD:</b>	QLGIA
<b>DEPARTMENT:</b>	Infrastructure		
<b>BRANCH:</b>	Technical Services & Waste		
<b>REPORTS TO:</b>	Coordinator Waste Management		

**ORGANISATIONAL VALUES:**  **Honesty**  **Respect**  **Accountability**  **Integrity**  **Unity**

## 1. PRIMARY ROLE

Supervise and manage Council's Waste Management Operations in accordance with legislative requirements and Council Policies, Procedures and Standards.

## 2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Supervise Council's waste collection services, waste disposal and transfer facilities and ensure facilities and services comply with the environmentally relevant activity licence conditions. Will require liaising with contractors and some manual labour cleaning up at transfer stations and illegal dumping throughout the Region.
2. Supervise/ monitor waste management contracts, service agreements and licence requirements, as well as Coordinate available resources to maintain vehicle/ plant promptly and effectively.
3. Provide professional advice on waste management operations, including monitoring outcomes against operational standards and compliance with legislation as well as waste disposal practice and plant management.
4. Prioritise, investigate and respond to customer requests regarding waste management, including illegal littering and dumping investigation.
5. Develop, document and review Waste Management practices, procedures, policies and systems.
6. Supervise, lead and maximise the performance of the Waste Services team by participating in the induction, recruitment, performance management and training of employees, including the delivery of in-house training programs.
7. Operate a range of plant and medium, heavy rigid and heavy combination refuse collection/disposal vehicles, if required.
8. Required to undertake regular inspections, safety and environmental audits, water sampling and gas monitoring at Council's various waste facilities in accordance with, and in order to ascertain compliance with, Council's Environmental Authority.
9. Assist the Coordinator Waste Management to supervise and manage waste projects and/or initiatives that may occur from time to time.
10. Complete additional activities and reasonable directions given by management.

## 3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position
- Level of fitness required to undertake a broad range of physical tasks
- Working outdoors in hot conditions

**4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY**

- Current HR Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).
- HC Class Drivers licence (Desirable).
- Involvement with refuse collection/ disposal vehicles (Desirable).

**5. KEY SELECTION CRITERIA**

1. Experience in the supervision and effective operation of a range of heavy rigid vehicles and plant in a refuse collection and waste disposal environment.
2. Demonstrated ability to carry out safety and environmental audits and environmental sampling/monitoring programs.
3. Good time management skills, an ability to work under minimal supervision and complete assigned work duties on time and within required standards.
4. Good communication, literacy, numeracy and computer/keyboards skills.
5. Demonstrated supervisory experience, with good staff management outcomes, as well as an ability to work successfully as an effective member of a team.

**WORKPLACE HEALTH AND SAFETY**

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Councils procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

**CUSTOMER SERVICE**

The employee will provide excellent customer service to internal and external customers.

**FRAUD, CORRUPTION AND RISK MANAGEMENT**

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

**INTELLECTUAL PROPERTY**

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

<b>AUTHORISATION</b>	
<b>General Manager Infrastructure:</b> Aaron Meehan	Signature: 