

POSITION DESCRIPTION

Position Title:	Waste Services Team Leader
Position Number:	11092
Directorate:	Strategic Projects & Infrastructure
Reports to:	Waste Services Operation Coordinator
Supervises:	Waste Services Site Attendant/Operator, Waste Services Leading Hand
Department:	Waste, Fleet and Depot
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 6 MEU

1. POSITION OVERVIEW

Waste Services is responsible for the provision of waste management services within the City of Karratha. The Waste Services Team Leader is responsible for:

- Assisting in the operation, compliance and maintenance of the City's Waste Facilities.
- Providing supervisory support through the effective utilisation of staff and equipment.
- Providing scheduled staff equipment and plant training.
- Resource Recovery.

1.1 Position Objectives

- Direct and control allocated employees and monitor methods and procedures of disposal.
- Deploy and supervise staff in accordance with daily operational priorities.
- Liaise with the Manager Waste, Fleet and Depot, Waste Services Operations Coordinator, Leading Hand and other City of Karratha staff on matters related to the effective control of the Waste Management Operations.
- Maintain and perform facility maintenance program as scheduled by Management.
- Operate and maintain plant and equipment utilised in waste facility operations.
- Provide professional and courteous service and advice to staff and facility users within the organisation and manage matters related to Waste Services with a professional approach.
- Perform weekend work scheduling as per instructions received from Leading Hand and Operations Coordinator.

2. DUTIES & RESPONSIBILITIES

2.1 Waste Facility Operations

- Supervise employees in day to day activities at the 7 Mile Waste Facility
- Monitor contractors at the Wickham Transfer Station to ensure City and legislative requirements are upheld.
- Provide operational support to the Manager Waste, Fleet and Depot, Waste Services Operations Coordinator, Leading Hand and Administration staff.
- Identify and recover items suitable for recycling and resale from the waste stream via the Landfill and Transfer Station.
- Provide instruction/induction, training and supervision for contractors to enable safe performance of their duties.

- Provide on the job training to Waste Services Staff.
- Supervise waste and liquid waste disposal activities at the Landfill and Transfer Station in accordance with DWER Licence conditions.
- Assist Waste Technical Officer to ensure compliance with DWER licence conditions including reporting, allowable materials and quantities and coordinating environmental monitoring programs.
- Ensure Landfill, Transfer Stations and Tip Shop are kept in a clean and tidy condition.
- Review OH&S programs and systems to ensure site safety for staff and facility users.
- Ensure Weighbridge maintenance schedules are completed on time and as per the facility maintenance plan.
- Carry out administration and record keeping tasks related to the day to day supervision of Waste Services Staff.
- Undertake compliance audits in accordance with Operation Management Plan
- Relief duties as required.

2.2 Plant and Equipment

- Operate and maintain plant and equipment in accordance with the City's operating procedures and relevant laws and regulations.
- Ensure pre-start checks are completed and Safe Operational Procedures are current.

2.3 Customer Service

- Promptly attend to customer enquiries in a courteous and effective manner.

2.4 Occupational Health & Safety

Managers, Coordinators and Supervisors are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the WHS Risk Management Procedure.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.
- The employees of the City are not exposed to hazards in their working environment.
- Other roles and responsibilities outlined in the WHS Management: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works under general supervision of the Waste Operations Coordinator
- Works in accordance with approved Council's policies, procedures and guidelines.
- Accountable for ensuring compliance with Waste Facility Licence conditions.

3.2 Judgement and Problem Solving

- Ability to exercise limited judgement to problem solve by using guidance found in established processes, procedures, precedents, and guidelines.

3.3 Specialist Knowledge and Skills

- Demonstrated knowledge of landfill and transfer station operations and recycling practices.
- Possess relevant plant Verification of Competencies and/or licences and demonstrated relevant experience of the operation of plant and machinery within the waste management area or equivalent.

3.4 Management Skills

- Demonstrated team organising skills, use of initiative, proactive problem solving and conflict management skills.
- Demonstrated leadership experience.
- Ability to train and develop staff within the Waste team.
- Ability to work cooperatively and effectively in a team-based environment.
- Monitor the performance of the Waste staff ensuring that they are held accountable for the work undertaken.

3.5 Interpersonal Skills

- Highly developed numeracy, written and verbal communication skills relevant to the work area.
- Ability to manage time effectively to ensure duties are carried out to the required standard.
- Demonstrated customer services skills.

3.6 Qualifications and Experience

- Demonstrated computer and software literacy and basic administrative skills
- Previous experience in a similar role and/or relevant training
- Current HR class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)