

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Waste Services Operations Supervisor</b>
<b>Position Number:</b>	<b>10943</b>
<b>Directorate:</b>	<b>Strategic Projects &amp; Infrastructure</b>
<b>Reports to:</b>	<b>Landfill and Technical Coordinator</b>
<b>Supervises:</b>	<b>Leading Hand, Site Attendant Operators</b>
<b>Department:</b>	<b>Waste &amp; Fleet Services</b>
<b>Agreement:</b>	<b><i>City of Karratha Enterprise Agreement 2021</i></b>
<b>Classification:</b>	<b>Level 5</b>

## 1. POSITION OVERVIEW

The Waste Services Department is responsible for the provision of waste management services within the City of Karratha. These services encompass:

- Class 3 Landfill and Transfer Station management,
- Contracted Kerbside waste collections,
- Waste Contractor Supervision,
- Litter collection services,
- Landfill Airspace preservation, and
- Resource Recovery services.

This position is responsible for the performance and coordination of a range of activities for the responsible and efficient operation of landfill disposal and Transfer Station activities. The position will oversee and work closely with relevant staff in the day-to-day operations of the department.

### 1.1 Position Objectives

- Coordinate waste disposal operations at the Seven Mile Class 3 Waste Facility and Wickham Transfer Station to ensure compliance with DWER licence conditions and Site Management Plans.
- Provide leadership and support to the waste staff to ensure the effective and efficient delivery of services as they relate to the Waste Services Department.
- Assist the Manager Waste and Fleet Services and Landfill Technical Coordinator to plan, implement and review the provision of services to ensure that they continue to meet the expectations of Council, the Executive and the community.
- 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.
- Facilitate staff learning and development at Wickham & 7 Mile WDF, expedite acquisition of the knowledge, skills and abilities required for effective job performance in the Waste Services Department

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Supervision and Compliance

- Supervise day-to-day operations of Seven Mile Landfill, Wickham Transfer Station, and ensure compliance with Site Operations Plans and license conditions.
- Oversee landfill, resource recovery, waste collection, and disposal activities.
- Supervise staff and contractors involved in these operations.

- Direct and control allocated staff, ensuring proper waste collection and disposal procedures.
- Ensure compliance with site induction for new employees and contractors.
- Supervise capital works projects and minor works on the site.
- Assist in the preparation and assessment of quotes or tenders for facility management.

## **2.2 Inspections and Reporting**

- Conduct field audits and routine inspections of landfill and transfer station sites.
- Report hazards and findings to the Manager.
- Ensure compliance with operational procedures detailed in site management plans.
- Assist the Landfill Technical Coordinator in reviewing operation manuals, safe work method statements, and standard operating procedures.
- Help in developing forward Capital Works Plans, Waste Management Plans, and Works Programs.
- Contribute to internal and external reporting and information requirements.

## **2.3 Maintenance and Safety**

- Assist Fleet and Plant Coordinator in preparing facility maintenance plans.
- Conduct routine workplace health and safety (WHS) site inspections.
- Ongoing assessment and improvement of WHS programs and systems to ensure the safety of both staff and facility users.
- Manage the implementation of Fill Plans in alignment with DWER license conditions.

## **2.4 Leadership and Communication**

- Cultivate a positive and inclusive work environment that promotes employee engagement, satisfaction, and retention.
- Effectively communicate the department's objectives, strategies, and performance expectations to team members.
- Collaborate with cross-functional teams and departments to achieve shared organisational objectives

## **2.5 Training and Development:**

- Provide mentorship and coaching to team members, supporting their professional growth and development.
- Implement and review staff training programs and maintain training records,
- Identify opportunities for cross-training and skill diversification among team members.
- Collaborate with HR and training department to create individualised development plans for staff.

## **2.6 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 *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 limited supervision of the Landfill and Technical Coordinator
- Works in accordance with approved Council's policies, procedures and guidelines.
- Exercise authority under the Delegation Register and as agreed with Manager Waste and Fleet Services and Landfill and Technical Coordinator
- Ability to exercise a degree of autonomy

#### **3.2 Judgement and Problem Solving**

- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents, and instructions.

#### **3.3 Specialist Knowledge and Skills**

- Thorough understanding and practical knowledge of all relevant procedures, processes and practices associated with operating a Class 3 landfill facility.
- Highly developed record keeping, administrative, problem solving and time management skills.
- Well-developed computer skills including a working knowledge of the Microsoft Office software suite.
- Working knowledge of the legislative requirements governing the operation of landfills and transfer stations.
- Knowledge of waste management practices and legislative

#### **3.4 Management Skills**

- Demonstrated relevant supervisory and leadership skills, knowledge of human resource management practices including equal employment opportunity and demonstrated experience in a supervisory role sufficient to be able to provide leadership and effective day-to-day management of a team.

#### **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.
- Sound communication, interpersonal and negotiation skills to enable the effective provision of advice, information and assistance to management, staff and contractors.
- Team development and leadership skills.
- Highly developed customer relations skills.

#### **3.6 Qualifications and Experience**

- Demonstrated experience in supervising the operations of landfill and transfer station facilities.
- Completion of a relevant management qualification and/or demonstrated substantial experience in a waste supervisory position.
- Experience with the operation of landfill specific plant.
- Current manual HR class driver's licence.
- Hold relevant machine tickets for operations of a landfill
- National (or Federal) Police Certificate (no more than 6 months old).