

WORKS COORDINATOR, WASTE SERVICES

POSITION DESCRIPTION

Department: Infrastructure & Major Projects
Unit: City Services
Section: Waste Services
Reports To: Manager, City Services

The Position is also expected to work in collaboration with other staff across the organisation.

Direct Reports: Up to two (2) Team Members

Classification: South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement

Special Conditions: General Officer, Level 5
 Limited out-of-hours work may be required to conduct inspections, attend meetings and/or events

PURPOSE

The Works Coordinator, Waste Services, is the primary point of contact for all operational waste management matters across the organisation. This position is responsible for delivering and monitoring waste services that are provided by the Council to ensure safety, compliance and "best value" for the community.

KEY RESPONSIBILITIES

- First point of contact for categorising assigned reactive tasks and service requests
- Actively resolve and update reactive tasks, service requests and enquiries
- Lead and oversee the Rapid Response Unit
- Coordinate and manage operational waste-related tenders, agreements and contracts
- Oversee and deliver multiple preventative maintenance waste programmes (including The Parade Cleansing and the Footpath & Street Sweeping programs)
- Oversee and performance manage waste service contractors and subsidiaries including East Waste
- Provide input into Development Applications in respect to waste related matters
- Assess waste management proposals submitted with Development Applications and provide advice regarding suitability
- Coordinate and oversee the removal of illegal dumping
- Manage Multi-dwelling Development Waste Agreements between Council and other parties
- Oversee new bin infrastructure implementation
- Ensure compliance with waste management by-laws, policies, procedures and environmental standards
- Coordinate sustainable waste practices for events
- Deliver waste education initiatives
- Seek and deliver opportunities for continuous improvement

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Relevant experience in environmental management, waste management, project management, operational management or a related discipline
- Ability to communicate efficiently and effectively, both verbally and in writing
- Strong interpersonal skills to resolve situations
- Demonstrated ability to manage competing priorities and deliver results under pressure in a fast-moving operational environment
- Ability to lead and motivate a team

DESIRABLE CRITERIA

- Previous experience working in Local Government or State Government

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JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Department of Human Services (DHS) Working With Children Clearance
- Current drivers licence (C Class minimum)
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

- All Workers
- Prioritise safety in the workplace.
 - Take reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
 - Comply with legislation, policies, procedures and participate in WHS training.
 - Proactively identify and report hazards, incidents, injuries and property damage, using appropriate reporting systems.
 - Use tools and equipment correctly to protect the health and safety of yourself and others.
 - Ensure you are medically and physically fit to undertake the requirements of your position.
 - Follow reasonable safety instructions.
 - Not attend work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.
- Leaders
- As a leader, you are also responsible for:
- Implementing the Council's WHS Management System and ensuring team compliance.
 - Leading the development, implementation and monitoring of WHS policies and procedures.
 - Identifying, assessing, and controlling workplace hazards to minimise risks.
 - Investigating hazards and incidents and implementing control measures.
 - Reporting work-related injuries promptly.
 - Promoting a safe workplace by resourcing and supporting health, safety, wellbeing and return to work.
 - Providing workers with information, instruction, supervision and training, particularly during workplace changes.
 - Actively participating in WHS initiatives, audits and discussions.
 - Supporting workers in the Return-to-Work process.
 - Integrating WHS and risk management into recommendations to the Executive Leadership Team and Council.

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WHO WE ARE



AGREEMENT

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

APPROVED BY: **READ & AGREED TO BY:**

Mario Barone PSM
CHIEF EXECUTIVE OFFICER
Date _____

Insert Name of Incumbent.
WORKS COORDINATOR, WASTE SERVICES
Date _____