

Position Description

Position Title:	Waste & Landfill Operations Coordinator
Directorate:	City Wide Services
Service Unit:	Waste Services
Salary Point:	13
Position Reports To:	Operations Manager
Staff Management:	Yes
Budget Responsibility:	Yes
Date PD Reviewed:	March 2019

Organisation Context of Position	
<p>Newcastle City Council employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, Newcastle City Council has a variety of locations across the City and encompasses 5 Directorates:</p> <ul style="list-style-type: none"> • Governance • Strategy and Engagement • People and Culture • Infrastructure and Property • City Wide Services <p>The purpose of the City Wide Services Directorate is to:</p> <ul style="list-style-type: none"> • Ensure Council's range of services and servicing for the community and visitors is consistently maintained at a high level throughout and across Council. • Facilitate a high level of community connection across and on behalf of Council. • Ensure services are set at a level that is clearly articulated to the elected Council and which are financially sustainable. • Set a benchmark for the organisation of exemplary customer service. <p>The Service Units and Elements that form the City Wide Services Directorate are:</p> <ul style="list-style-type: none"> • Art Gallery (Service Element) • Museum (Service Element) • Civic Services • Libraries & Learning • Customer Service • Waste Services • Facilities & Recreation 	

Workplace Health & Safety	
WHS RAA Level	Level 5

Position Responsibilities

- To provide support and assistance to the Operations Manager in ensuring the safe, effective and efficient operation of the Summerhill Waste Management Facility.
- Provide leadership, planning and organisation to deliver key Strategic, Environmental, Legislative, WHS, Council and Operational targets.
- Ensure the efficient and effective use and coordination of all Council resources, including, Operators/Drivers, Site Controllers, and casual labour, plant and equipment, land and void space to achieve optimum waste management and resource recovery capacity at the Summerhill Waste Management Centre.
- Develop and monitor KPI's across the operations to maximise compaction, machine utilisation, airspace and the recovery of target resources, in liaison with the Operations Manager.
- Monitor site infrastructure.
- Maintain sediment and erosion controls, traffic and road networks, leachate and stormwater management systems, general site maintenance and site cleanliness.
- Maintain accurate records in accordance with site licence, council policies and procedures, operational plans, legislative requirements and other record keeping as required.
- Interpret, analyse and implement survey data, landfill lift plans and operational plans/manuals.
- Review and update operational processes, controls and documentation to ensure continual improvement to best practice standards.
- Promote and deliver Councils Corporate Values of Cooperation | Respect | Excellence | Wellbeing (CREW) and maintain a high standard of customer service and satisfaction.
- WHS Incident Management, review, identification and implementation of corrective actions.
- Participate in and provide input into site requirements including general maintenance and operational activities.
- Provide planning assistance to Operations Manager relating to onsite operational activities: (e.g crushing, blending & shredding).
- Supervision of site contracts to ensure compliance with site requirements, legislation and terms of contract. Participation in the development, review and implementation of Site Specification Documentation.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

1. Demonstrated previous experience in the coordination and supervision of labour, plant and materials to achieve optimum outcomes in a waste management, landfill or similar environment.
2. Proven ability to interpret and apply standards, related documents and civil engineering plans including but not limited to landfill design profiles, excavations and fill plans.
3. Commitment to working staggered, non-standard work shifts over 7 days a week
4. Demonstrated high level knowledge and the delivery of principles and practices related to Workplace Health & Safety and Waste Management and/or Mining legislation.
5. Demonstrated ability to resolve conflicting work place activities and/or points of view and manage variable workloads that often have peak demands.
6. Well-developed verbal and written communication skills
7. Class C Drivers Licence
8. NSW Construction Industry Induction (White Card)
9. Sound computer skills including data entry and retrieval in Microsoft format

Desirable

1. Working knowledge and experience in landfill operations.
2. HR Class Drivers Licence
3. Current and in date Resource & Infrastructure Industry competencies for Excavator, Front End Loader, Bulldozer and Dump Truck issued by an RTO (Registered Training Organisation) as per below
 - RIIMPO323A or D - Conduct Civil construction dozer operations
 - RIIMPO321B or D - Conduct Civil construction wheeled front end loader operations
 - RIIMPO320B or D - Conduct Civil construction excavator operations
 - RIIMRIIMPO337D - Conduct Articulated Haul Truck Operations
4. Current Senior First Aid Certificate
5. Exposure to and understanding of GPS machine guidance and 3D landform modelling and software.
6. Experience in managing culture and behaviour change within challenging environments.