



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Waste Site Supervisor		
Position Number:	TBA	Standard Position Hours:	38 Hours
Directorate:	Works and Infrastructure	Unit:	Environment and Waste Services
Salary Grade:	5	Award Band and Level:	Band 1 Level 4
Position Reports to:	Waste Service Coordinator		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	1 July 2017	Date Last Reviewed:	18 July 2017
Version:	1	Document Number:	DOC2017/048488

ORGANISATIONAL ENVIRONMENT
<p>Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.</p> <p>Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;</p> <ul style="list-style-type: none"> • Works and Infrastructure • Planning and Environment • Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION
<p>The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;</p> <ul style="list-style-type: none"> • Works and Operations • Infrastructure Management • Open Space and Community Facilities • Environment and Waste Services <p>The Environment and Waste Services unit is responsible for managing waste & community environmental management activities and developing and implementing environmental initiatives and strategies.</p>

WORKPLACE HEALTH & SAFETY
<p>The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 5.</p> <p>For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.</p> <p>The person accepting this position is required to read and comply with the RAA's applicable to this position.</p>

PRIMARY OBJECTIVE

The primary objective of this position is to oversee the day to day operation and functioning of the Cessnock Waste Management Centre.

KEY ACCOUNTABILITIES

1. Efficient and effective operation of the Cessnock Waste Management Centre.
2. Liaise with customers to ensure that Council's service expectations and policies are adhered to.
3. Supervise and organise staff, contractors and site operations to ensure the efficient operation of Cessnock Waste Management Centre, including landfill, resource recovery, weighbridge and plant requirements.
4. Coordinate Service and Maintenance of all site plant and equipment at the site.
5. Determine labour, plant and subcontractor needs, place orders daily and arrange requisition materials as required.
6. Document work routines (including the recording of the daily tipping face), inspection and monitoring results.
7. Review and make recommendations in relation to waste disposal technology, leachate control and waste site development.
8. Monitor expenditure within budgetary constraints and make recommendations to management on budget formulation as well as monitoring trends with the waste industry.
9. Carry out site induction training of staff and contractors as well as organised site visits.
10. Relieve in the position of Waste Services Coordinator as required.
11. Undertake works in accordance with all relevant quality, environmental and WHS requirements.
12. Maintain the health and safety of the general public and Council staff during the execution of works by ensuring safe work practices are adopted and adhered to in accordance with Council's WHS policy and procedures.
13. Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service.
14. Any other accountabilities or duties as directed by the Waste Services Coordinator and Manager of Environment and Waste which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Demonstrated experience in a similar role in the waste management industry, including supervision of staff.
2. Demonstrated experience and skills in the planning and prioritising of work activities.
3. Extensive knowledge of plant and equipment used in the Waste Service Industry.
4. Demonstrated understanding of all aspects of environmental legislation and EPA guidelines in relation to the operation of a landfill site.
5. Strong interpersonal and communication skills and experience in managing a diverse group of people.
6. A high level of organisational, resource management, technical and problem solving skills.
7. Demonstrated computer literacy, including experience in the use of MS Office, waste management software and other programs relevant to the position.
8. Demonstrated knowledge and understanding of Workplace Health and Safety requirements.

Essential Certificates, Licences and Tickets

9. HR Licence
10. Loader Ticket
11. Forklift Ticket

Highly Desirable

1. Ability to manage contracts relating to waste disposal and resource recovery.
2. Certificate IV in Frontline Management or equivalent.

SIGNATURE

Employee

Full Name:

Signature:

Date: