

Position Description

Position title:	Waste & Landfill Operations Coordinator
Directorate:	City Wide Services
Service Unit:	Waste Services
Reports to:	Site Operations Manager
Direct reports:	15
Salary point:	13
Work location:	Summerhill Waste Management Centre
Date revised:	November 2021

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of ***creating a smart, liveable and sustainable global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Waste Services?

The Waste Services Service Unit is committed to providing waste minimisation and recycling solutions and ensuring the long-term sustainability of our waste management operations. The unit manages a variety of key service elements including kerbside collection, public place waste collection, landfill operations, education and engagement, administration and accounts, environmental management and business development. Customer service and responsiveness as well as a team culture that is performance based and promotes continuous improvement are fundamental in delivering on these elements and servicing our community.

What's the focus of this position?

Provide leadership, planning and organisation to deliver key Strategic, Environmental, Legislative, WHS, Council and Operational targets.

What you'll be doing:

- To provide support and assistance to the Operations Manager in ensuring the safe, effective and efficient operation of the Summerhill Waste Management Facility.
- 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.

The essentials you'll need:

- 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.
- 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.
- Commitment to working staggered, non-standard work shifts over 7 days a week
- Demonstrated high level knowledge and the delivery of principles and practices related to Workplace Health & Safety and Waste Management and/or Mining legislation.

- Demonstrated ability to resolve conflicting work place activities and/or points of view and manage variable workloads that often have peak demands.
- Well-developed verbal and written communication skills
- Class C Drivers Licence
- NSW Construction Industry Induction (White Card)
- Sound computer skills including data entry and retrieval in Microsoft format

Other valuable skills you may have:

- Working knowledge and experience in landfill operations.
- HR Class Drivers Licence
- 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
- Current Senior First Aid Certificate
- Exposure to and understanding of GPS machine guidance and 3D landform modelling and software.
- Experience in managing culture and behaviour change within challenging environments.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	