



Position Description

Job Title:	Waste Management Supervisor
Reporting To: -	Senior Environmental Health Officer
Remuneration level:	Negotiable depending on experience and qualifications

Purpose of the position

Ensure the Shire of Halls Creeks' Refuse Site is supervised efficiently and effectively to maximise the facilities benefits to the community and relevant stakeholders stringently adhering to all relevant legislation, regulations and all the Shire policies and procedures

Responsibilities

Responsibility 1 **Ensure refuse is sorted into different refuse material categories and deposited in the appropriate location**

Authority Level Works autonomously with limited supervision from the Director Health and Regulatory Services

Measurement Refuse tip facility has been managed to prescribed requirement.

Responsibility 2 **Collect and retain tip vouchers ensuring they are valid and genuine**

Authority Level Works autonomously with limited supervision from the Director Health and Regulatory Services

Measurement Integrity of voucher system is being maintained and improved where possible

Responsibility 3 **All vehicles entering the facility have their registration numbers recorded for future reference**

Authority Level Works autonomously with limited supervision from the Director Health and Regulatory Services

Measurement Vehicle registration numbers are being recorded as required

Responsibility 4 **Push, compact and cover putrescible, demolition and construction and medical waste into compacted waste cells twice a week.**

Authority Level Works autonomously with limited supervision.

Measurement	Tip face for putrescible, demolition and construction and medical waste to comply with Licence requirements.
■ Responsibility 5	Receipting process, collection and banking of monies are carried out according to the SOHC's prescribed procedures
Authority Level	Generally works under limited direct of the Director Health and Regulatory Services.
Measurement	Relevant SOHC prescribed procedures are being adhered to at all times.
■ Responsibility 6	Ensure that the different pits and cells for receiving waste are prepared and available all the time.
Authority Level	Works under limited supervision of the Director Health and Regulatory Services.
Measurement	Putrescible waste pit ready with cells and bunding prepared all the time. All other pits ready with cells prepared all the time.
■ Responsibility 7	Ensure the tip facility including the site office is maintained in a presentable and professional way at all times
Authority Level	Generally works under limited direct of the Manager of Health and Regulatory Services.
Measurement	Inspections support the expected outcome.
■ Responsibility 8	Ensure refuse facility site is secured when not in use, and any incidents of vandalism, trespassing or damage to any buildings or fences are reported to the Manager of Health and Regulatory Services as soon as practical.
Authority Level	Generally works under limited direct of the Manager of Health and Regulatory Services.
Measurement	Integrity of facility's security is maintained damage to SOHC property is minimised.
■ Responsibility 9	Ensure the landfill site complies with the Licence Conditions and the Environmental Protection Act at all times.
Authority Level	Works under the supervision of the Director Health and Regulatory Services.
Measurement	No non-conformities found during internal and external audits.
■ Responsibility 10	To comply with Occupational Health and Safety legislation and promote safe work practices including ensuring all OSH documents such as risk assessments, incident reports, hazard registers etc. are completed as soon as practical and delivered to the Director Health and Regulatory Services.
Authority Level	Able to work semi-autonomously within established procedures, with guidance from the HR Coordinator and/or OSH committee.

Measurement Ongoing vigilance to ensure risks are minimised/negated

Relationships

Responsible to: Director Health and Regulatory Services

Supervision of: Support Worker

Internal/external liaisons:

Internal

With:

1. Director Health and Regulatory Services, EHO, Rangers and the Town Crew

2. Other Shire staff according to Shire policies and procedures

Purpose

1. To ensure Councils' expectations on the management of the refuse site and maintenance of buildings and other assets are met.

2. To ensure all associated administration activities are completed

External

1. Rate payers

2. General public

1. Professional and efficient service delivery

2. Professional and efficient service delivery

Extent of Authority

- Works under direction of the Director Health and Regulatory Services or immediate Supervisor
-

Specific Duties

- Ensure refuse is sorted into appropriate categories.
- Ensure refuse is disposed of in the correct locations.
- Ensure recyclable materials are separated and placed in correct positions.
- Recover recyclables from general waste where practical.
- Push, compact and cover waste twice a week and maintain waste disposal faces in an acceptable condition.
- Collect tip passes and ensure their valid for quantities disposed of.
- Stock and conduct sales at the tip shop with a target to generate \$30,000 from sales per annum
- Pick up wind-blown waste from within dumping area and immediate surrounding area on a regular basis.

- Maintain office in clean condition.
 - Report on any break in/damage to buildings, fences, machinery.
 - Spray area for weeds as directed.
 - Ensure refuse site is locked when not in use
 - Maintain accurate paper and/or electronic records as directed, particularly in relation to tip users and vehicles
 - Advise Manager regarding practical problems observed or experienced
 - Provide first response to tip fires with equipment provided and report all fires
 - Direct the public and all tip users on acceptable conduct and report any persons failing to follow directions
 - Ensure all surveillance cameras are operational.
-

Person Specification

Essential:

- Possession of current “C” WA drivers licence
- Well - developed public relations skills while being firm with persons not following instructions.
- Well – developed organising and time management skills.
- Ability to “fit in” with the community of Halls Creek, and with the organisational culture of the Shire.
- Ability to work with limited supervision
- Ability to start up and shut down a computer and do some basic Data entry into a simple computer program (or learn this in a short period of training).

Desirable:

- Previous experience in a similar position
- Basic weed spraying experience
- Front end loader and 20 ton excavator experience and/or tickets

Experience

Desirable:

- Previous experience in a similar position
- HR Drivers licence.

Qualifications and/or Training

Essential:

- Prepared to participate in relevant qualifications and/or experience training
- Ability to read and write to enable understanding of who and what enters the tip.
- Ability to understand the requirements of various controls, plans and documents that ensure the tip operates safely and within the law (assistance will be given with this).
- Ability to write basic information and carry out simple numerous calculations, recording delivery volumes, dates, license plates and completing day sheets.
- Reliability on a daily basis to attend and leave work on time.
- Ability to operate basic computer records on a simple program set up in advance
- Industry Induction white/blue card

Essential:

- Basic numerousy and literacy skills to a level required to carry out the duties of the position.
- Ability to start up and shut down a computer and learn basic computer data entry in a simple program with limited data fields (training would be given but continued employment may be dependent on suitable skills being developed in an acceptable time).
- Possession of current "C" WA drivers licence (and ongoing retention of that license)
- Ability to work with the public in a firm but courteous manner.
- Fit enough to carry out the functions associated with the listed duties such as lift and lower the boom gate, move material and collect litter by foot patrol in accordance with OHS practices.
- Operate a mobile phone.
- Reliability in terms of arriving and leaving the tip on the prescribed days and times.

Signed.....
Tip Supervisor

Date.....

Signed
Noel Mason
Chief Executive Officer

Date.....
Reviewed and Revised November 2019