

## POSITION DESCRIPTION

<b>Position Title:</b> Supervisor Waste Operations	<b>HR5097</b>  <b>Position Level</b> Level 5/6 – City of Bunbury Employees 2022 Enterprise Agreement	<b>Reports to:</b> Coordinator Waste Operations
<b>Role of position</b> <ul style="list-style-type: none"> <li>To lead the operational daily activities and duties within Waste Services</li> <li>Contribute to the management of the Waste Services Department by providing effective supervisions of staff and engaged contractors</li> <li>To support and enhance the services/functions provided by the Waste Services Department</li> <li>To assist in the implementation and review of sustainable waste management strategies</li> </ul>		
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>Ensure quality, effective and timely delivery of the Waste Operations services</li> <li>Ensure Staff rosters and plant schedules are coordinated and updated</li> <li>Approval of timesheets ensuring they are correct and submitted</li> <li>Staff annual leave planning</li> <li>Undertake annual staff Performance Development Plan's (PDP's) and regular staff performance conversations</li> <li>Coordinate toolbox meetings, daily pre-starts, de-brief meetings and monthly team meetings</li> <li>Ensure efficient and cost-effective utilisation of all resources including human, plant and tool equipment</li> <li>Coordinate any relevant hire arrangements, including obtaining quotes</li> <li>Procure items as required according to the relevant procurement policies and within the approved budgets</li> <li>Ensure data reporting and submission for waste operations is up to date and complete</li> <li>Address any waste specific customer requests or complaints in the first instance</li> <li>Address any staffing issues or concerns raised in the first instance</li> <li>Completes MYOSH hazard reporting for Waste Operations hazards and incidents</li> <li>Liaise with the Fleet Officer to coordinate fleet repair, servicing and maintenance</li> <li>Operates and coordinates training for staff on all Waste plant including but not limited to               <ul style="list-style-type: none"> <li>Waste Trucks – Rear and Side Loading</li> <li>Sweepers – Road and Pavement</li> <li>High Pressure Units – Pavement/General Cleaning and Graffiti</li> <li>Utilities – Litter Collection and Hazardous waste disposal, bin delivery &amp; repair</li> <li>Bin Cleaning Unit</li> <li>Resource Drop Off centre operation i.e: E-waste, non-hazardous resources</li> </ul> </li> <li>Display a professional and courteous manner/image at all times.</li> <li>Required to work reasonable overtime and weekend work</li> <li>Perform any other duties, tasks or projects as required within the incumbents' skills, training and experience to meet operational needs</li> </ul>	<b>Internal Relationships</b> <ul style="list-style-type: none"> <li>All City of Bunbury employees.</li> </ul> <b>External Relationships</b> <ul style="list-style-type: none"> <li>Local Government Agencies.</li> <li>Local residents.</li> </ul> <b>Financial Accountabilities and Delegations</b> <ul style="list-style-type: none"> <li>Acts within established practices.</li> <li>Under limited supervision of Manager Waste Operations &amp; Infrastructure Business Services.</li> <li>Responsible for materials, tools, equipment, vehicles and plant that are in the employee's use.</li> <li>Responsible for timeliness of own work.</li> <li>Exercises own discretion within standard practices and processes.</li> </ul> <b>Desirable Experience</b> <ul style="list-style-type: none"> <li>Knowledge of Street, Suburb and amenity locations throughout the City of Bunbury municipality.</li> <li>Ability to provide leadership to others and direction to a team.</li> <li>Developed oral and written communication skills, including public relations.</li> <li>Completion of Basic Worksite Traffic Management and/or Traffic Control qualifications.</li> </ul>	
<b>Essential Criteria</b> <ul style="list-style-type: none"> <li>Demonstrated working knowledge and experience in the safe use of a range of plant items including side and rear loaders, sweepers and small plant.</li> <li>Sound knowledge of Waste services operations and procedures.</li> <li>Ability to apply technical, trade and administrative skills to complex areas of Waste Operations.</li> <li>Sound Knowledge on the daily maintenance of plant and machinery.</li> <li>Completion of Certificate of Secondary Education (Year 10), or equivalent and sound communication skills.</li> <li>A commitment to working in a team and a positive work attitude.</li> <li>Developed knowledge of Workplace Safety and Health.</li> <li>General knowledge of requirements of Equal Employment Opportunity and Diversity Acts.</li> </ul>		

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<p><b>Mission Statement</b> Welcoming and Full of Opportunities</p> <p><b>Values</b> Employees at the City of Bunbury observe the following Values in their day to day activities:</p> <p><b>We are Community</b></p> <ul style="list-style-type: none"> <li>• We are <b>one team</b></li> <li>• We keep each other <b>safe</b></li> <li>• We display <b>empathy and respect</b></li> <li>• We have <b>fun</b> and <b>celebrate</b> our successes</li> <li>• We work together to <b>achieve</b> great outcomes</li> </ul> <p><b>We are Open</b></p> <ul style="list-style-type: none"> <li>• We are <b>open</b> to <b>opportunities</b></li> <li>• We <b>actively listen</b> and think things through</li> <li>• We are <b>inclusive</b> and treat everyone <b>equally</b></li> <li>• We are <b>honest</b> and open in our <b>communications</b></li> <li>• We are open to feedback to <b>improve</b> our performance</li> </ul> <p><b>We are Brave</b></p> <ul style="list-style-type: none"> <li>• We <b>lead the change, we own it!</b></li> <li>• We <b>trust</b> and <b>empower</b> each other</li> <li>• We have the <b>difficult conversations early</b></li> <li>• We hold ourselves to the <b>highest standard</b></li> <li>• We have the <b>courage</b> to improve and <b>simplify</b></li> </ul> <p><b>#WEARECOB</b></p>	<p><b>Misconduct</b> City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.</p> <p><u>Employees must;</u></p> <ul style="list-style-type: none"> <li>• Apply accountable and ethical decision making principles within the work environment.</li> <li>• Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.</li> <li>• Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.</li> <li>• Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO.</li> </ul> <p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.</li> <li>• Apply sound operational risk management practices within the work environment.</li> </ul> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Foster, advocate and implement the City's Customer Service Charter.</li> <li>• Aim to exceed customer expectations.</li> <li>• Strive for an element of consistency from one service transaction to the next.</li> <li>• Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.</li> <li>• Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.</li> </ul>	<p><b>Work Health and Safety</b> <u>Managers/Supervisors must.</u></p> <ul style="list-style-type: none"> <li>• Ensure adherence to WHS policies and procedures.</li> <li>• Consult and cooperate with workers and WHS representatives on WHS issues.</li> <li>• Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely.</li> <li>• Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls.</li> <li>• Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately.</li> <li>• Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.</li> <li>• Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures.</li> <li>• Provide PPE as required and ensure workers are aware of correct usage and storage requirements.</li> <li>• Ensure all plant and equipment is properly maintained.</li> <li>• Maintain relevant knowledge of WHS issues.</li> <li>• Act as a role model by demonstrating safe work behaviours.</li> </ul> <p><u>Workers must;</u></p> <ul style="list-style-type: none"> <li>• Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation.</li> <li>• Participate in the development of a healthy and safe workplace.</li> <li>• Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local polies and procedures.</li> <li>• Cooperate with management in its fulfilment of its legislative obligations.</li> <li>• Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.</li> <li>• Familiarise themselves with the work health and safety policies and procedures</li> <li>• Not wilfully or recklessly interfere with safety equipment.</li> </ul> <p><b>Accountable and Ethical Decision Making</b></p> <ul style="list-style-type: none"> <li>• Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.</li> <li>• Act fairly and justly, abiding by principles of due process and natural justice.</li> <li>• Be accountable and transparent.</li> <li>• Do your job effectively and as efficiently as possible.</li> <li>• Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.</li> <li>• Declare any potential conflicts of interest.</li> </ul>
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Signature:

Date: