

POSITION DESCRIPTION

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

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

Date: