

Job Title & Position Number: Team Leader – Waste Facilities (Ref: 1324)

Level: 5/6

Line Manager: Waste Operations Supervisor

Direct Reports: Senior Waste Recovery Officer
Senior Weighbridge Operator
Waste Recovery Officer (3)
Weighbridge Operator (3)
Casual Waste Recovery Officer
Casual Weighbridge Operator

Location: Civic Centre

Date Reviewed: June 2024

1. Job Purpose

This position focuses on the operations, supervision, and development of the City managed Waste Facilities. The role is responsible for the daily operations of the weighbridge and the Bowerbird Shop. Additionally, the Team Leader – Waste Facilities will oversee and act on any maintenance requirements for both facilities, developing operational plan, procedures and implementing the Waste Local Law at the Waste Facilities.

2. Organisational Context

The position of Team Leader – Waste Facilities is part of the Climate, Environment & Waste branch within the Infrastructure Services Department. In total, four (4) branches report to the Infrastructure Services Director. Other branches include Project Delivery & Engineering, Fleet Services and Maintenance Operations.

3. Key Accountabilities

- Lead the day-to-day operations of the City managed Waste Facilities, including allocating and prioritising tasks, as well as recommending initiatives aimed at improving operational efficiencies and safe work practices.
- Ensure high accuracy and correct waste classifications by the team at data entry into the weighbridge point-of-sale system, and compile reports as required on waste and

recyclables for relevant regulatory authorities such as but not limited to the Department of Water and Environmental Regulation.

- In collaboration with the City's Corporate Compliance and Safety team manage risks to Council and Waste Facility users through regular inspections, review of compliance requirements, risk assessments, and review of other relevant safety documentation.
- Lead the Weighbridge and Waste Recovery teams including but not limited to preparing and managing employee rosters, providing on the job training on City's Waste Facilities procedures and the point-of-sale software.
- Ensure employee probation check-ins and performance reviews are completed on time as well as any underperformance issues are addressed and managed promptly as per the City's Operational Policies and Procedures.
- Work collaboratively with the Waste Team to develop operational plans, procedures and processes for the Weighbridge and the Bowerbird Shop.
- Report any circumstances which may affect the operations of the waste facilities to the Coordinator Waste as soon as possible.
- Effectively apply and implement the City's responsibilities in relation to the Waste Local Laws at the Meru Landfill.
- Respond to general enquiries and complaints relating to the Waste Facilities and ensure Waste Local Law infringements are handled in a timely manner.
- Provide effective customer service and build relationships with customers to ensure a consistent and responsive customer experience at the Waste Facilities.
- Assist with the implementation of the growth plan for the Weighbridge and Bowerbird.
- Liaise with the Waste Team to ensure team and external customer communication aligns across all waste disposal facilities within the City of Greater Geraldton.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near hits.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation including but not limited to any form of workplace discrimination,

harassment, victimisation and bullying and fraud and corruption, while ensuring compliance with the City's Code of Conduct and all City policies.

- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City's strategic objectives as required
- **Values** - create a positive working environment while upholding the City's STARS:

<p>SERVICE</p> <ul style="list-style-type: none"> • We will make customers the focus of everything we do. • Our service will be fair, flexible, innovative and reliable. • We will show genuine concern for customers.
<p>TRUST</p> <ul style="list-style-type: none"> • We will trust the foundation of all relationships. • We will rely and depend on each other. • Our communications will be open and genuine.
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • We will honour our commitments. • We will take responsibility for our own actions. • We won't blame others. • We will hold each other accountable for our actions and behaviours.
<p>RESPECT</p> <ul style="list-style-type: none"> • We will treat others like we would like to be treated. • We will listen before we talk. • We will seek and value the contributions of others.
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • We will be united in our decisions. • We will be united in our actions. • Our strengths will come from interdependence.

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Degree in Business Management, Environmental Science or related field and relevant experience or lesser qualification with significant experience

- Certificate of Leadership and Management
- C Class Driver's Licence
- Demonstrated experience in leading a team and its functions to achieve the desired outcomes.
- Experience in the local government waste management (desirable)

Knowledge and Skills

- Highly developed interpersonal and communication skills and a strong customer focus, with proven negotiation and conflict resolution skills
- Comprehensive knowledge of MS Office Applications such as Word, Excel, PowerPoint and ability to use other software packages.
- Sound planning, organisational, time management and teamwork skills, including demonstrated ability to prioritise competing demands and meet deadlines.
- Ability to prepare and implement operational plans, programs, procedures and processes for continuous improvement
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles