

POSITION DESCRIPTION		
	Position Title:	Senior Team Leader Booked Waste Collections
	Position Number	P01214
	Directorate	CES
	Service	R.R & Waste Service
	Location	Springwood Works Depot
	Created/Updated	August 2026
	Position Classification:	Band 6

POSITION PURPOSE/OBJECTIVE

- To effectively manage the day-to-day operation of the booked waste collections service to ensure work activities are completed in a safe and timely manner consistent with Council's procedures, practices and high customer service standards.
- Promote resource recovery and recycling strategies adopted by BMCC
- To improve understanding of Council's waste management services
- To employ best practice work processes through seeking to continually improve work performance, methods and outcomes
- Maintain daily work records in accordance with direction and report all non-conformance, compliance, incidents, reworks and other problems to the service Program Leader, Manager or relevant reporting stream.

RELATIONSHIPS

Reports to: Position Title	Program Leader Waste Collections
Reports to: Position Number	P00373
Staff Responsibility:	Up to 8
Key Internal Relationships:	Other Team Coordinators, Team Leaders and staff in the Resource Recovery & Waste Management Service Safety and Hazardous Materials team Fleet Services Sustainable Living Service
Key External Relationships:	Community (individuals and groups), Contractors

SPECIFIC RESPONSIBILITIES

- To effectively manage the day-to-day operation of the Booked Waste Collections service, delivering quality outcomes that meet the priorities and objectives of the organisation

- Develop a “Team culture” based on a positive attitude towards attendance, increased productivity, work performance and encouraging innovative ideas from team members
- Effectively encourage, promote and enforce safe work practices and maintain safe work sites in line with Council and SafeWork policies, regulations and guidelines
- Ensure that any workplace injury or incident is reported and investigated promptly in accordance with the adopted policies and procedures
- Ensure that all vehicles, plant and equipment are maintained in good working condition and in a clean and tidy condition by the drivers/operators with all faults/damaged to be reported to fleet services immediately
- Supervise staff and activities in your team to ensure that the most efficient use of Council's funds are achieved
- Complete all work assigned to your team in a productive and timely manner to a satisfactory standard of quality
- Conduct annual staff performance reviews in a timely manner
- Ensure all staff under your control are suitably skilled and competent and receive appropriate training to develop a highly competent multi skilled team in line with annual performance reviews
- Ensure prompt and appropriate response to all emergencies involving possible danger to staff and the public
- Ensure that all dealings with the public are consistent with Council's commitment and policies to providing a high level of customer service and satisfaction
- Promote the positive image of Council in all matters pertaining to the Council when carrying out your duties and ensure all staff under your control do the same
- Undertake ongoing development and training considered by your supervisor to be appropriate and necessary for the position and proposed technology changes
- Contribute to help Council deliver its sustainability goals.
- Support the Program Leader and Manager in other duties as directed

Workplace Health & Safety

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition, you are required at all times to comply with Councils Asbestos Management Plan and Policy.

Guiding Principles

- We act as one organisation responding to the changing needs of our community while protecting and enhancing our World Heritage environment
- We are strategy led, driven by our Community Strategic Plan with clear priorities and focus

- We are service focused we continuously improve service provision and provide excellent customer service
- We collaborate and work together to achieve our outcomes
- We ensure safety and well-being is at the centre of our organisation, operations and culture for our employees, our community and our environment
- We are a socially, environmentally and financially sustainable organisation, living within our means, ensuring best value resource allocation

These Guidelines complement the Council's adopted Values of: Work Together; Work Safe Home safe; Service Excellence; Value for Money; Trust and Respect; and Supporting Community

COMMUNICATION

This position provides work instructions and technical support to all staff under their control and facilitates effective communication within the Section. This includes leadership coaching to the Team Leader roles. This requires both verbal and written reports on operational matters.

The position communicates information across other teams and provides advice in the development of processes and procedures to ensure continual improvement in the operation of their work activity.

The incumbent will also be required to interact with the general public to resolve concerns and will need to maintain Council's high customer service standards.

JUDGEMENT & PROBLEM SOLVING

This position manages the day-to-day operation of two operational teams and is required to:

- Remedy the day-to-day problems that arise within their team to ensure successful completion of assigned work;
 - Work in accordance with Council policies and procedures;
 - Ensure that the roles, duties and responsibilities of all staff under their supervision are clearly defined and communicated to the staff concerned;
 - Look for solutions within the resources available in the delivery of work when problems arise or seek assistance to ensure they are resolved in a timely manner; and
 - Ensure that work allocations, performance assessments and recommendation for training are performed in an equitable manner.
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AUTHORITY

This position has no delegations. This position makes decisions on day-to-day operational and staff issues and may undertake initial consultation with the public. Any decisions requiring further investigation or consultation are referred to the Program Leader.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

ESSENTIAL

- Proven experience in the organisation, supervision, motivation and performance management of operational staff
- Demonstrated initiative, a flexible and proactive approach and enthusiasm including a willingness to respond to an ever changing work environment
- Good computer skills with experience in the use of email, spreadsheets, word processing and databases
- Proven written and oral communication skills in communicating with staff, supervisors and the general public when required
- Ability to work effectively as part of a team
- Sound knowledge and commitment to Workplace Health and Safety and Equal Employment Opportunities principles
- Traffic Control Certification in - Prepare a Work Zone Traffic Management Plan (or ability to obtain within 6 months)
- General Induction Certificate (White Card)
- Class HR License (or ability to obtain within 3 months)

DESIRABLE

- Local Government experience
- Ability to read and interpret maps and sound knowledge of the Blue Mountains area.
- 1st Aid Certificate
- Forklift licence
- Asbestos awareness

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

*NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor.
Please contact the WH&S Officer if assistance is required in completing this form.*

Position:	Senior Team Leader Booked Waste		
Responsible Manager/ Supervisor:	Program Leader Waste Collections		
Signature:		Date:	

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	Exposure Level		Rating
	No Exposure		0
	Low Exposure (0 – 2hrs daily)		1
	Medium Exposure (2 – 4hrs daily)		2
	High Exposure (4 – 8hrs daily)		3

PHYSICAL REQUIREMENTS							
Heavy Manual Tasks	1	Pushing loads > 5kgs	1	Frequent bending/ stooping	1	Sitting for extended periods	3
Light Manual Tasks	2	Pulling loads >5kgs	1	Repetitive Lifting	1	Standing for extended periods	3
Trunk Twisting	3	Extend arms for reaching	1	Elevating arms above shoulder height	1	Kneeling for extended periods	0
Climbing to access/ exit excavations	0	Throwing	1	Walking on uneven ground	1	Walking for extended periods	0
Balancing	3	Crawling	0	Hearing above background noise	1	Depth Perception	0
Colour Vision	0	Fine Manipulation	1	Shoveling/Digging	0		
WORKING CONDITIONS							
PHYSICAL							
Inside Work	0	Outside Work	3	High Temperatures > 38deg	1	Low Temperatures < 3 deg	1
Operating Machinery	3	Working Near Machinery	3	Working at Heights	1	Noisy Work Areas	2
Vibration	2	Confined Spaces	0	Prolonged Driving (periods > 2hours)	1	Working Alone	0
Overhead Work	1	Use of computer for screen-based activities.	3	Prolonged Sitting (periods > 1hour)	3	Prolonged Standing (periods > 1 hour)	3
CHEMICALS				BIOLOGICAL			
Dusts	3	Liquids	1	Mold exposure	1	Other Biological exposure	1
Working with Solvents	1	Mists / Fumes	1	Possible exposure to Hepatitis A, B, C	1	Possible exposure to Tetanus	1
Gases/ Vapours	1	Odours	1	BIOMECHANICAL			
				Repetitiveness	2	Fatigue	2
ASBESTOS							
Asbestos Awareness		✓	None of the below				X
Class B Asbestos Removal			Asbestos Removal and Supervision			Asbestos Assessor	
USE OF PERSONAL PROTECTIVE EQUIPMENT							
Safety Boots/ Shoes	x	Dust Mask/ Respirator	x	Protective Eyewear	x	Ear plugs/Muffs	x
Hard Hat							
x							
Provide a brief description of the job requirements:							
Desk based duties and periodic waste collections in booked waste rear loader.							