

Position Description

POSITION TITLE:	Waste Services Coordinator (Temporary Position)
DEPARTMENT:	Development & Environment Services
CLASSIFICATION:	Band 2 Level 3 Grade 15
REPORTS TO:	Director Development and Environment Services
DATE OF LAST REVIEW:	31 August 2026

PURPOSE OF THE POSITION

- To co-ordinate and supervise the kerbside waste collection service contract.
- To co-ordinate and supervise the waste disposal and transfer station facility ensuring compliance with Environmental Protection Licences for landfilling and transfer station operations.
- Provide an environmental monitoring program ensuring compliance with the Protection of the Environment Operations Act.
- Provide recycling, alternate processing of organics and mixed waste materials working towards achieving state waste reduction objectives under the Waste Avoidance and Resource Recovery Act.
- To co-ordinate and supervise engineered designed landfill cells for the disposal of waste materials in accordance with Landfill Environmental Management Plans.
- To co-ordinate and supervise the remediation and rehabilitation of completed landfill cells in accordance with Landfill Environmental Management Plans.
- Provide and promote educational programs to ensure the community is informed of best practice waste management.
- Provide annual budget forecasts relating to waste management.
- Provide future direction and forward planning relating to waste management.

SELECTION CRITERIA

Essential

1. Demonstrated competence in management of waste disposal facilities and associated infrastructure.
2. Demonstrated competence in project and or contract management.
3. Demonstrated competence in the supervision of staff and contractors
4. Good computer literacy skills relating to database management and extraction of reports.
5. Good verbal and written communication skills along with conflict and negotiation skills.
6. Drivers licence
7. WHS Construction Induction certificate.

Desirable

8. Certificate IV in Local Government (Operational Works) or tertiary qualifications in a relevant discipline.
9. Experience in local government environment
10. Knowledge of environmental compliance regulations relating to landfill sites
11. Knowledge of waste minimisation and avoidance regulations
12. Availability for after-hours call outs

KEY RESPONSIBILITIES

1 Waste Services

1.1 Kerbside Waste Collection

- Supervise and appraise performance of contractor through the Coffs Coast Waste Services Agreement.
- Respond to customer enquiries and complaints.
- Advise contractor of new and cancelled services.
- Assess payment claims.
- Assess and enlarge area covered by the collection service where suitable.

1.2 Processing of Recycling and Organic Materials

- Ensure compliance with waste service agreements with the delivery of source separated waste materials to nominated facilities.
- Supervise and appraise performance of contractor through the Coffs Coast Waste Services Agreement.
- Respond to customer enquiries and complaints.
- Advise contractor of new and cancelled services.
- Assess payment claims.

1.3 Gatehouse Operations

- Ensure gatehouse and weighbridge is maintained accordingly.
- Ensure vehicles are correctly weighed, charged and data is capture and entered into the computer system correctly.
- Ensure reconciliations of daily takings are true and accurate.
- Ensure daily takings are deposited into Council's bank account.
- Ensure weighbridge is calibrated annually.
- Ensure software is appropriate and updated accordingly.
- Respond to customer requests and complaints.

1.4 Transfer Station Operations

- Ensure the transfer station and bulk bins are maintained accordingly.
- Maximise source separation of waste materials.
- Ensure minimal contamination occurs in waste streams.
- Ensure compliance with waste service agreements with the delivery of source separated waste materials to nominated facilities.
- Ensure the transfer station and bulk bins are maintained accordingly.
- Respond to customer requests and complaints.

1.5 Landfilling Operations and Waste Disposal

- Ensure compliance with Landfill Environmental Management Plan.
- Ensure compliance with Environmental Protection Licence.
- Ensure Department Environmental and Climate Change reporting is carried out.
- Monitor quantity of material disposed of to landfill.
- Develop a landfill diversion and re-use program for construction materials.
- Develop a disposal system for household hazardous chemicals that complies with relevant regulations.
- Supervise and appraise performance of staff.
- Respond to customer requests and complaints.

1.6 Rehabilitation

- Carry out soil testing of disused and old landfill sites.
- Ensure sites are secure by controlling access (fencing) etc.
- Rehabilitate previous landfill and sanitary sites.
- Develop remedial and restoration plans for contaminated land in conjunction with relevant government departments.

1.7 Education

- Promote recycling and alternate processing of waste materials by displays and attendance at relevant venues.
- Educate school children by providing information and presentations.
- Develop and release to the media articles based on waste management.

1.8 Forward Planning

- Participate in the regional partnership of Councils.

- Develop Nambucca's landfill site in accordance with long-term strategic plans.
- Develop and improve future kerbside waste collection, recycling, alternate processing and disposal contracts.
- Promote the principals of waste minimisation.
- Develop annual waste management budgets.
- Develop long-term budgets (rehabilitation of completed landfill cells and construction of new cells).
- Review annual fees and charges.

OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	• Implement safe practices/procedures with your team so as not to put your team or others at risk of harm. • Participate in development of safe work methods and risk assessments with your supervisor when required; • Actively participate in WHS inductions and training when required; • Wear personal protective equipment (PPE) in the prescribed manner and when specified; • Participate in workplace inspections if required; • Take care of any plant or equipment of any kind, including computer and other telecommunication devices; • Participate in emergency preparedness training, including any required knowledge for business continuity plans • Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate). • Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences. • Report all injuries/illnesses to the General Manager (or delegate) immediately; • If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable. • Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure an harassment-free workplace.
Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

OUTPUT MEASURES

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance measures shall be those as agreed with and signed off by the Director Development and Environment Services recognising those standards as outlined in Council's Corporate Plan and supporting Operational Plan.
- Work shall be performed in accordance with accepted industry standards, quality assurance standards and in compliance with Workplace Health and Safety Act and other legislative requirements or standards, which may be appropriate and including Council's policies, procedures and local laws.
- Allocated tasks shall be completed consistently within agreed time frames and within the control of the Waste Services Co-ordinator.
- Active participation in planning and recommending possible ways in which allocated tasks can be carried out more effectively and efficiently.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.
- Provision of a regular, cost effective, reliable waste collection service.
- Provision of a cost effective, reliable, safe and healthy waste disposal system that as its first priority seeks to recover waste as a resource with landfill disposal seen as the last option – subject to legislative change.
- Recycling is carried out to its maximum potential - subject to legislative change.
- Organics and mixed waste processing is carried out to its maximum potential – subject to legislative change.
- Maximum use is made of the available landfill site – subject to legislative change.
- Landfill operations are carried out in accordance with the Management Plan.
- The safe and secure control of disused and old landfill sites.
- The community is informed of the benefits of waste reduction and recycling and of Council's waste activities.
- The community has future access to a recognised means of waste control that complies with environmental and legislative regulations.
- Profile/recognition of Council in the general community.
- Prompt assistance to external and internal customers
- Landfill remediation figures and landfill remaining life updated for the annual statements by 31 July each year

COUNCIL VALUES

Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

Professionalism	Show drive and motivation, innovation, risk awareness, an awareness of strengths and weaknesses and a commitment to learning
Accountability	Take responsibility for own actions, act in line with legislation and policy and be open and honest
Community Focus	Commit to delivering customer and community focused services in line with strategic objectives
Teamwork	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
Safety	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
Value for money	Achieve results through efficient use of resources and a commitment to quality outcomes
Leadership	Engage and motivate staff, develop capability and potential in others and champion positive change

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: