

Position Description

POSITION	Supervisor Resource Recovery Operations	
REPORTS TO	Team Leader Resource Recovery Operations	
DIRECTORATE	Infrastructure Services	
BRANCH	Resource Recovery	
CLASSIFICATION	Grade 6	
STAFF	Resource Recovery Centre operational staff (8)	
CONTACTS	Internal General Management and staff at all levels	External Customers Contractors Consultants Government Departments Community Organisations

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

Position Objective

Supervise and lead the Resource Recovery operational team and coordinate operations with a safety-first culture and a business-like approach to customer service, operational efficiency and increased resource recovery.

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



**We lead with
enthusiasm and
purpose**



**We are open,
honest and
respectful**



**We foster
wellbeing and
creativity**



**We achieve our
goals and
succeed together**

Key Responsibilities

Organisational Relationships

- Supervise and Lead the Resource Recovery operational team.
- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Supervise , lead and motivate the team towards achievement of pre agreed goals and positive participation in team activities.
- Oversee the management of internal and external plant, resources and on-site Contractors.
- Ensure staff roster is maintained so operational needs are met and staff are suitably trained to be able to undertake the various functions of the Centre.
- Assist the Resource Recovery Operations Team Leader to monitor and evaluate changing circumstances to enable continuous improvement in the provision of resource recovery services to ensure efficiency, increased diversion of landfill waste and increased recovery of resources.
- Support the Team Leader to manage assets and program maintenance and renewal schedules to ensure optimum operation of the resource recovery site and all of its infrastructure.
- Ensure all relevant legislation is complied with, public risk is minimised, and due diligence is exercised using a risk management approach to deliver resource recovery and waste management activities.
- Ensure the team provides an appropriate level of customer service when dealing with the public, contractors, internal staff and other government departments.
- Ensure team members comply with all relevant legislation including WHS and Council policies.
- Maintain compliance with all statutory requirements around waste infrastructure and operations, including EPA licences, EPA regulation, Myocum Landfill Environmental Management Plan and.
- Ensure implementation of Environment, Safety, Operational and Governance procedures.
- Assist the Team Leader to deliver capital works improvements at the Resource Recovery facility.

- Assist in the development and implementation of asset management and programmed maintenance plans for the Byron Resource Recovery Centre's infrastructure.
- Maintain a strong culture of safety, customer service, professionalism and a business-like approach to service delivery and site operations across the following areas:
 - The Re-market Shop
 - All transfer station and disposal areas
 - Weighbridge
 - General Site Operations, environmental management and monitoring
 - Leachate, stormwater and legacy landfill management

Financial Management

- Ensure compliance with delegations of the position is maintained.
- Ensure that activities operate within budgetary constraints and provide input into the development of annual budgets.
- Ensure cash handling and banking procedures are strictly adhered to.
- Follow Councils Procurement Guidelines.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.
- Ensure effective and equitable leadership and supervision of staff.
- Promote and lead the team to create a high morale, team oriented, customer-focussed environment.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, Staff, customers and public.
- Contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Be responsible and accountable for the safety of workers and company property under your supervision.
- Report all risks, hazards, incidents and injuries immediately.
- Be responsible for ensuring all Work Health Safety legislative requirements are adhered to.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.
- Provide support and relief to Team Leader Resource Recovery Operations as required.
- Resource Recovery provide an essential service which requires a rostered on-call system 24 hours/day, 365 days/year. The holder of this position will be required to participate in the rostered on-call system and may be required to work scheduled and non-scheduled overtime. The roster aims to ensure staff are not required to work more than one (1) week in three (3) in the rostered on-call system; however, this may vary depending on operational requirements, staffing levels and other factors.

Qualifications

- An advanced certificate, associate diploma or equivalent combined with extensive experience in the application of skills in the most complex areas of the job.
- Workcover OHS General Induction for Construction Work in NSW.
- Class C Drivers licence.

Experience

- Proven extensive experience in a similar supervisory role with the ability to lead a team to achieve agreed goals with a positive, safety-first culture.
- Relevant operational experience working in the waste or resource recovery industry or similar.
- Experience in plant operation in a customer focussed environment.
- Cash handling and reconciliation

Knowledge

- Knowledge of Local Government Act, Regulations & procedures.
- Knowledge of WHS legislation.
- Knowledge of Environmental legislation, POEO Act, waste regulation.

Competencies

Demonstrated ability to;

- Effectively manage, lead and motivate a team towards achievement of pre agreed goals and positive participation in team activities.

- Communicate effectively with members of the public and provide excellent customer service, including cash handling skills.
- Negotiate and resolve conflict
- Show initiative and apply problem solving skills to a range of situations
- Apply Work Health and Safety practices to minimise risk and ensure safe work practices are adopted in the workplace.
- Computer literate within a Windows environment, including Microsoft software (Excel, Word, Outlook) and other organisation specific and weighbridge management software.
- Coordinate, manage and prioritise own workload and that of the team in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines and budget.

Selection Criteria

Essential Criteria

- Proven extensive experience in a supervisory role with responsibility for leading and coordinating the activities of a team.
- Ability to program and schedule activities to achieve the key responsibilities of the position.
- Excellent interpersonal skills with the ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated experience and knowledge of recycling, waste diversion and resource recovery practices, particularly in a transfer station/ second-hand shop environment.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity, and Cultural Diversity principles.
- Experience in the implementation of landfill environmental management plans and Work Health and Safety management systems
- Experience in the operation and maintenance of minor and major plant associated with landfill and transfer station operations.
- Excellent organisation and problem-solving skills, with the ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Current Drivers Licence.
- Workcover OHS General Induction for Construction Work in NSW.

Preferred Criteria

- First Aid certificate.
- Current HR Drivers licence.
- Verification of competency (VOC) – Front end loader
- High Risk Work License– Forklift.
- Identification and Handling of Asbestos.
- Experience in supervision of contractors with ability to oversee works progress and monitor costs.
- Experience in project management.
- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Team Leader Resource Recovery Operations

SIGNATURE:

People and Culture use:

National Criminal History Check ☐

Working with Children Clearance ☐

Functional Health Assessment ☐

Immunisations ☐