

POSITION DESCRIPTION

Position:	Asset & Waste Coordinator
Department:	Technical Services
Location:	Shire Administration Office
Reports To:	Director Technical Services
Supervises:	N/A
Hours of Work:	76 Hours/9-day fortnight
Employment Status:	Continuing Employment – Full Time
Stream/Level:	Level 4-5 Shire of Collie Enterprise Agreement

Position	Key Result Area
To provide support and coordination in the planning, developing, organising and the efficient and effective delivery of Council's Technical Service function(s) across the organisation	Administration and procedures.
Working to deliver the Shire's waste management services to our residents, along with working with our operations teams and businesses to increase sustainability abilities across the shire. Take a lead role in waste reduction within the community including ongoing opportunities to increase recycling.	Waste Management
Assist in the development and maintenance of Council's asset infrastructure	Asset Management

Key Tasks – Duties/Responsibilities

Waste Management:

- Assist in the implementation of the Council's Waste Management plans which includes increased recycling and greater education within the community to reduce the amount of waste going to landfill.
- Being the point of contact for waste queries regarding Verge, kerbside bin collections, tip passes, general waste, and recycling queries.
- Contribute to ongoing research, development, and implementation in Waste Management "Best Practice".
- Quarterly audits of sample bins/Annual full town audits
- Manage Waste contracts to ensure effective and efficient service delivery to the community and Shire
- Carry out rigorous procurement services to process various waste streams (Tyres, paints, oils, mattresses etc)
- Manage the Waste Facility licence requirements including reporting, DWER queries and internal audits to check compliance etc.

Maintenance of Asset Management Systems (Roman and Other Asset Inventories):

- Assist with maintaining inventory and condition data of Council Assets including roads, parks, drainage, and pathways etc.

Supervision/ Mentoring:

- Monitor light vehicle kms
- Monitor Heavy Vehicles Plant Usage
- Spreadsheet updated every 3 months

General:

- Work under the direction of the Director of Technical Services on a variety of administration functions and support, including preparing, reports, agendas, and minutes.
- Undertake special projects and tasks as directed by the Director of Technical Services, including the preparation of documents and procedures.
- Keep accurate records of all Technical Services plant and equipment.
- Plant Utilisation spreadsheet updated every 3 months. End of April, July, October, and Jan.
- Plant Committee minutes prepared within 3 days.

Personal Qualifications

Knowledge, Skills, and Experience	<ul style="list-style-type: none"> • Sound knowledge of the principles of waste avoidance and resource recovery, and of environmental sustainability issues. • Experience in managing community and other stakeholder liaison and involvement. • Effective customer service, procurement, and contract management skills. • Ability to maintain effective relationships and confidentiality with high level stakeholders including executives, councillors, and the community. • Excellent attention to detail combined with organisational and time management skills. • Computer literacy, including GIS, electronic data analysis, financial and record management. Extensive experience with the Microsoft Office Suite of products, with the ability to prepare written reports and other correspondence. • Local Government experience would be well regarded
Qualifications	<ul style="list-style-type: none"> • Qualifications in Environmental Management, Sustainability, Waste Management, or other related disciplines and or extensive work experience in related area will be highly regarded • Hold current "C" class motor vehicle driver's licence
Training	<ul style="list-style-type: none"> • Willingness and aptitude to undertake further training and professional development to keep abreast of latest technology and practices when required.
OHSW	<ul style="list-style-type: none"> • Contribute to and provide leadership in the delivery of the Council's Safety & Risk Management Plan • Operate in compliance with OH&S legislation, regulations, practices, and standards. • Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.

REMUNERATION PACKAGE

Position	Asset & Waste Coordinator
Employment Category	Continuing Employment – Full Time <i>Clause 7.3.1 Shire of Enterprise Agreement 2017</i>
Hourly Rate	\$32.83 per hour min (Level 4.1) up to \$37.16 per hour max (Level 5.4)

<p>Superannuation <i>Employer Superannuation Contribution: depending on employee contribution up to an additional 8% (total contribution 18%)</i></p>	<p>10% SGC Superannuation (Compulsory) Additional Superannuation (Optional)</p> <p>Additional Superannuation is optional and can commence at any time. Matching contributions by Council up to 8% subject to salary sacrificing contributions by the Employee (as per the Shire of Collie Collective Agreement 2017 Clause 9.7).</p>
<p>Allowances</p>	<p>Service Pay – Commencement at the end of the first year of service @ \$18.00 per fortnight with yearly increment up to 10 years' service as per Clause 14.1 Shire of Collie Enterprise Agreement 2017).</p> <p>Telephone Allowance - \$15.00 per fortnight.</p> <p>Housing Allowance - \$20.00 per fortnight for employees who reside within the Shire of Collie as per Clause 13.12 Shire of Collie Enterprise Agreement 2017.</p>
<p>Uniform</p>	<p>As per Clause 10.2 Shire of Collie Enterprise Agreement 2017 Office-bound Technical Services Staff will be paid an allowance of \$550 per annum on a pro rata basis to assist with covering the costs associated with the purchase of corporate uniforms/appropriate workwear. Payments will be made bi-annually in the first full pay period in April and October each year.</p>
<p>Staff Discount Scheme</p>	<p>As per Clause 12.1 Shire of Collie Enterprise Agreement 2017</p> <p>Employees will receive a 100% discount, and their spouse and dependants under the age of eighteen (18) with a 50% discount to all Recreation facilities including the Shire of Collie Swimming Pool and all Shire of Collie run programmes at Roche Park Recreation Centre.</p>
<p>Annual Leave</p>	<p>4 weeks Annual Leave per annum plus leave loading of 17.5% as per clause 17 Shire of Collie Enterprise Agreement 2017.</p>
<p>Public Holidays</p>	<p>As per Clause 25.2 of Shire of Collie Enterprise Agreement 2017 employees are entitled to Two (2) additional days being the Tuesday following Easter and the day following New Year's Day are available per annum to each Employee.</p>
<p>Location</p>	<p>Shire of Collie Administration Building 87 Throssell Street COLLIE WA 6225</p>
<p>Hours</p>	<p>76 hours/9-day fortnight - 1 RDO per fortnight.</p>
<p>Start Date</p>	<p>To be confirmed</p>
<p>Reports To</p>	<p>Director Technical Service</p>