

POSITION DESCRIPTION

Position Title	Supervisor – Waste & Organics – Organics
Position Code	7065
Directorate	Community & Infrastructure
Work Group	Waste
Position Classification	Band 4
Effective Date	November 2024

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 Council operates Bowser East Organics Facility to provide safe and effective treatment of kerbside collected organics to meet environmental and OHS standards.

1.2 The composting process will produce a high-quality product to be reused offsite.

1.3 This position will assist in the operation and maintenance of the Bowser East Organics site in accordance with EPA requirements and RCoW guidelines to ensure the effective and efficient operation of the site.

2. Working Relationships

Reports to	Team Leader – Landfill, Organics & Kerbside
Supervises	Waste & Organics Operators - Organics

3. Key Responsibilities

3.1 Ensure that the organics facility site is operational at advertised times or as required for emergency or unusual situations as directed.

3.2 Proactively sort organics and remove all contamination.

3.3 Refer requests and complaints on the operation on to the Team Leader- Waste Operations.

3.4 Responsible for the operation of the organics facility plant and equipment.

3.5 Proactively run the organics facility independently and implementing the organics composting standards AS 4454 at the site, ensuring the safe operation and security of the site.

3.6 Proactively assist the Team Leader- Waste Operations by checking that organics delivered to the site is approved in accordance with the EPA licence conditions and Site Environment Management Plan.

3.7 Undertake monitoring and reporting activities of materials in accordance with the site monitoring plan.

3.8 Ensure organic material is loaded into bunkers at the end of each day, with no organic material remaining onsite in the open.

3.9 Ensure the safe operation of monitoring equipment is accurate, and information recorded on daily basis.

3.10 Undertake daily prestart checks and minor repairs & maintenance and report any major repairs or servicing requirements to the Team Leader

3.11 Provide direction to other staff onsite on daily tasks.

3.12 Ensure that the organics site is maintained in a neat and tidy manner and that internal roads are accessible and useable.

3.13 Other duties as reasonable requested.

4. Core Physical Requirements

4.1 Capacity to sit/drive, operate plant & equipment for periods up to 3 hours.

4.2 Good level of physical fitness.

4.3 Capacity to bend the knees, step up and down from plant & equipment frequently.

4.4 Capacity to work in an outdoor environment for varying periods of time.

4.5 Capacity to walk on uneven surfaces.

5. Accountability and Extent of Authority

5.1 Accountable of ensuring accurate recording of monitoring data.

5.2 Authorised to direct customers using the facility.

5.3 Accountable for assisting the Team Leader in maintaining the site and its surrounds in a neat, tidy and presentable condition.

5.4 Accountable for ensuring that all dealings with the customers and recycling contractors are carried out in a friendly, courteous and cooperative manner.

5.5 Accountable for fulfilling obligations under the EPA licence conditions, OH & S Act and relevant regulations and Council's OH&S Policy, observe safe work practices, report unsafe conditions or practices to the Team Leader – Waste Operations.

5.6 Authorised to take appropriate action to ensure own and public safety.

6. Judgement and Decision Making

6.1 Work performed requires some originality in approach using previously encountered procedures and practices. Guidance and advice will be available from the Team Leader

6.2 Tasks are undertaken using established procedures and are clearly defined within service agreements.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Understanding of EPA requirements & organics operations.

7.1.2 Ability to recognise dangerous goods or hazardous substances eg asbestos, toxic chemicals and liquid waste and category c waste (contaminated soil) in accordance with EPA licence conditions.

7.1.3 Understanding of procedures and processes associated with composting practices.

7.1.4 Demonstrated ability to operate mechanical plant in a safe and efficient manner including landfill compactor, traxcavator and general equipment.

7.1.5 Mathematical skills to enable determination of quantities of organics on a daily basis.

7.1.6 Basic understanding of computer operations & knowledge of Microsoft applications.

7.2 Management Skills

7.2.1 Ability to work with limited supervision.

7.2.2 Ability to effectively and efficiently utilise resources.

7.3 Interpersonal Skills

7.3.1 Good communication skills both verbal and written.

7.3.2 Ability to liaise with customers and contractors.

8. Qualifications and Experience

8.1 A good understanding of waste management practices and experience in organics operation.

8.2 Previous experience working to the requirements of EPA licence conditions or willingness to learn about the licence requirements.

8.3 Demonstrated experience in the use of heavy earthmoving equipment.

9. Key Selection Criteria

- 9.1 An understanding of waste management practices and awareness of organics facility operation.
- 9.2 Motivated to deliver effective and efficient operations at Council's organics facility site.
- 9.3 Demonstrated extensive experience in loader operation.
- 9.4 Ability to liaise with customers and contractors providing quality customer service.
- 9.5 Demonstrated ability to work cooperatively as part of a team.
- 9.6 Demonstrated ability to provide and maintain a safe worksite and carry out works in accordance with OH & S regulations and policies.
- 9.7 Basic understanding of computer operations & knowledge of Microsoft applications.
- 9.8 Heavy rigid drivers licence essential. Loader, skid steer, compactor licences are preferred.
- 9.9 Previous experience in supervising and leading a team

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
