



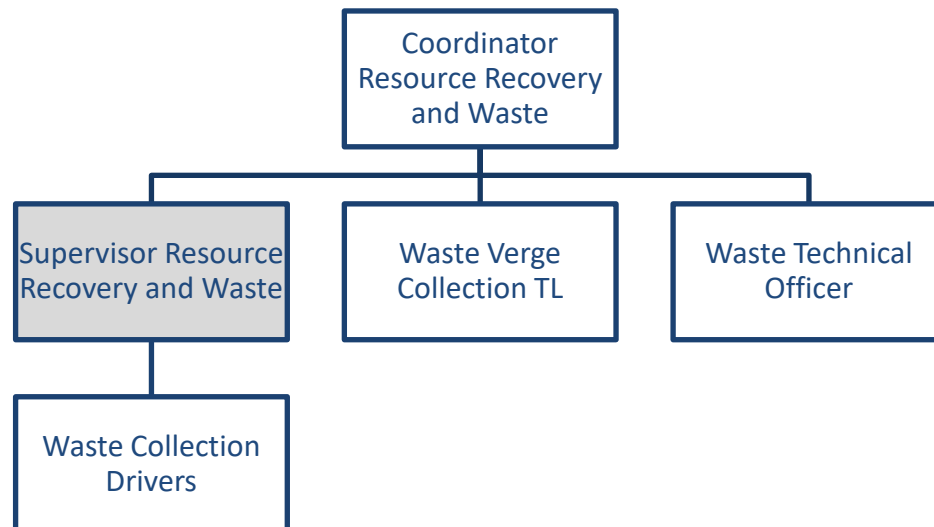
Position Description

Position Title:	Supervisor Resource Recovery and Waste
Position No:	3112
Position classification:	L6/7
Status:	Permanent Full Time
Position revised on:	28/03/2025
Directorate:	Environment and Infrastructure
Business unit:	Resource Recovery and Fleet Services
Location:	City of Melville Operations Centre
Reports to:	Coordinator Resource Recovery & Waste
Reporting line:	Waste Collection Drivers (30)

Primary Purpose

To provide leadership and direction to the City's Resource Recovery and Waste collections teams, coordinate the day-to-day operations, delivery of safe and effective waste collections and disposal services that are responsive and customer service focused.

Structure



Principle Accountabilities

- Supervise the Resource Recovery and Waste collections teams to ensure they carry out high-quality waste collection and disposal activities in line with the City's work procedures and policies.
- Review and report on the City's waste, recycling, and FOGO collection and disposal activities and make recommendations for improving operational productivity and effectiveness.
- Improve the service's efficiency and effectiveness through ongoing improvements and updates to the existing maps and routes.
- Enhance the efficiency and effectiveness of the bin maintenance service by implementing a bookable or electronic system.
- Support the investigation and implementation of an enhanced "in cab" system to improve efficiencies, streamline data collection processes and reporting.
- Work in partnership with Team Leaders to ensure effective and efficient use of City's fleet and Resource Recovery and Waste staff.
- All services must be delivered promptly and in compliance with the City's policies and procedures.
- Accountable for the implementation and maintenance of sound risk management processes within the areas of responsibility and by the City's policies and procedures.
- Deliver on-the-job training using the current training materials and instructions to guarantee a skilled and adaptable Resource Recovery and Waste team.
- Ensure timely delivery of services with a safe and effective operation of plant and equipment used by Resource Recovery and Waste collections teams and contractors.
- Operate plant and equipment in compliance with the City's policies and procedures and relevant legislation.
- Plan and develop collection routes with Resource Recovery and Waste staff to ensure safe and efficient operations.
- Ensure the response, administration, and completion of Customer Service Requests related to all waste collection services via Pathway in line with service standards and charters.
- Make recommendations to the Coordinator Resource Recovery and Waste for the selection and purchasing of plant and equipment under the City's plant purchase and replacement program.
- Ensure the Resource Recovery and Waste team is accountable for the maintenance of all vehicles, plants, and equipment.
- Participate in recruitment and selection activities related to the Resource Recovery and Waste team.
- Participate in annual Continuous Improvement and Audit teams.

- Undertake staff annual performance assessments in line with the City's policy and procedures.
- Demonstrate behaviours that reflect the organisations' values and support cross-functional teams to meet customer and organisational needs.
- Undertake other tasks as requested within the scope and level of the position.

Position Specifics

Essential Requirements

- Substantial relevant experience managing an operational team in waste management service delivery.
- Effective time management and organisational skills, with the ability to prioritise workload to achieve specific objectives.
- High-level customer service and effective communication skills.
- Experience in electronic scheduling and fleet management systems or other relevant experience.
- Sound computing knowledge and skills in Word and spreadsheet programmes, preferably MS suite and Adobe suite.
- Current HR driver's licence with experience operating heavy vehicles and articulated plant.

Desirable Requirements

- Qualification/s in staff supervision and/or leadership will be highly regarded.
- Experience in the same or similar role within the industry or Local Government will be highly regarded.
- Experience in TechOne, Pathway, Intramaps, safety systems and other similar programs.

Other

- Act in other positions as required.
- Work under general supervision.
- Participate in the development and implementation of policy and procedures.
- Exercise initiative and judgement where work practices, standards and practices, objectives, and budget constraints are not clearly defined.
- Work proactively within the organisation to promote, support, and adhere to a holistic Safety, Health, Environment and Quality culture and associated policies and procedures.
- Make decisions with consideration to social, economic, and sustainable impacts for the benefit of the community.