

Position Description

POSITION TITLE	Waste Management Coordinator
POSITION NUMBER	103502
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 7
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Council Services Delivery / Waste and Sustainability
LOCATION/S	Alice Springs with regular travel to Communities
SUPERVISOR	Regional Manager, Waste and Sustainability, Council Services Delivery
POSITIONS SUPERVISED	This position has no direct reports

PRIMARY OBJECTIVE

The Waste Management Coordinator is responsible for the pro-active delivery of quality community waste management operations and providing a high level of service to our communities in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

1. Effectively undertake management of the procurement and delivery of works or services pertaining to the operation of Council's Community Waste Management facilities.
2. Undertake landfill usage audits to ensure tonnage and revenue reconciliations relating to Council waste management facilities are done regularly.
3. Collect, analyse interpret and present statistical information associated with the operation of Councils waste facilities for both internal use and to meet legislative responsibilities.
4. Keep abreast of developments in the waste management industry and identify opportunities to improve efficiency of operations leading to improved service delivery and/or cost savings and improved revenue opportunities.
5. Develop promotional and marketing materials for the Waste Management Facilities and schedule/conduct inspections and tours.
6. Investigate and respond to waste facility queries from stakeholders, including the community and government agencies.
7. Contribute to the development and improvement of WH&S and other risk management initiatives and practices for Waste and Sustainability.
8. Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

SELECTION CRITERIA

Essential

1. A degree in Waste Management, Environmental Science or a related discipline, or a diploma with considerable work experience in a similar role combined with ongoing professional development.
2. Experience in the solid waste management industry, including the operation of solid waste landfills and resource recovery sites.
3. Demonstrated experience in contract management, project management, budgeting.
4. Experience in the collection, analysis, interpretation and presentation of statistical information.
5. Experience in the application of legislation pertaining to the waste management industry and environmental protection.
6. Knowledge and understanding of asset management practices.
7. Demonstrated detailed knowledge of WHS requirements and application in all waste management and construction situations.
8. Willingness to travel to and stay overnight in remote communities as required.
9. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
10. Current Class C Licence.
11. Ochre Card.