

Position Description

Coordinator Resource Recovery & Waste Services

Division	Infrastructure & Assets
Business Unit	Maintenance Delivery
Position Number	474001
Management Level	M4
Location	Council Works Depot, Yass
Award Band	Administrative/Technical/Trades Band 2/Level 2
Salary Grade	Grade 16
Remuneration	Entry \$80,438.80 to Step 3 \$86,783.80 per annum, plus 11.5% Superannuation
Conditions	Permanent full time 35-hour week with a 9-day fortnight (RDO) A leaseback vehicle may be available under Council's Policy
Date position description approved	12 October 2022

Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Infrastructure & Assets Directorate comprises Waste Services, Roads Delivery, Facilities Maintenance, Workshop, Recreational Services, Water & Wastewater, Engineering Services, Facility & Waste Assets. The role of Coordinator Resource Recovery & Waste Services is located within the Waste Services team.

Council Vision

"To build and maintain sustainable communities while retaining the region's natural beauty".

Council Values



Primary Purpose of the Position

Provides effective coordination and guidance on the provision of services and the maintenance and construction of waste assets within the Council area. This role works on programs and projects to develop priorities through collaboration with stakeholders to achieve a quality and continuous improvement program in a supportive environment.

Key Accountabilities

- Coordinate operations of multiple transfer stations located within Yass Valley.
- Coordinate collection of kerbside domestic waste/recycling and commercial waste.
- Coordination of staff, management of staff rostering, programming works, staff training, ensuring that the waste delivery department operate effectively, efficiently and safely.
- Responsible for co-ordinating and negotiating with recycling and other contractors involved with the Waste Management functions of Council.
- Responsible for operational equipment, machinery and vehicles within the waste function of Council, ensuring they are regularly serviced, presentable and safe to operate.
- Ensuring Council's compliance with all relevant legislation (including safety, quality, and environment) with a focus towards achieving Best Practice Performance of waste and resource recovery infrastructure.
- Undertake complex problem solving and negotiate positive outcomes to ensure technical, regulatory and contractual compliance.
- Liaise and consult with the community and stakeholders on waste management proposals and issues.
- Research issues associated with new waste and other environment initiatives and assist with developing sustainable waste management initiatives and projects plans.
- Establish productive working relationships with internal and external stakeholders, professional groups, government departments and authorities whose activities have significance for Council's operations in the area of waste management and education.
- Provide advice and recommendations on the continuous improvement of the resource recovery and waste management program.
- Management of the waste services operational budget in conjunction with the Manager Facility & Waste Assets and Manager of Maintenance Delivery.
- Actively participate in the continuous improvement in process, performance, safety and quality ensuring compliance with WHS policies and procedures.

Organisational Accountabilities

- **Code of Conduct:** Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.
- **Customer Service:** Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.
- **Equal Employment Opportunity:** Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

- **Policies and Procedures:** Comply with all Council’s policies, procedures and guidelines.
- **Workplace Health and Safety:** Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

Key Challenges

- Influencing change to improve maintenance management practices in the application of a council-wide prioritisation framework, including keeping abreast of best practice asset and project management principles to maintain a transparent decision-making framework.
- Coordinate, through collaboration with others, to develop strategies to better plan and prioritise maintenance program objectives and activities in a sensitive environment, including community groups and asset users.

Key Internal Relationships

Who	Why
Manager	Receive guidance and support, provide advice and exchange information
Project teams	Provide guidance support and exchange information
Accounting and communication staff	Receive guidance and support in relation to financial management and community engagement
All other staff	Consult and advise on project scoping, planning and reporting.

Key External Relationships

Who	Why
Community	Consult with and advise on maintenance activities and programs

Key Dimensions

Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council’s strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Reports to

Manager Maintenance Delivery

Direct reports

Supervisor Resource Recovery & Waste

Indirect reports

Transfer Station Operator - Villages (4)

Transfer Station Operators – Yass/Murrumbateman (5)

Garbage Truck Operators (5)

Essential Requirements

- Certificate IV in a relevant field and/or demonstrated experience in the delivery of public waste services.
- Demonstrated experience in project and program coordination, staff management, application of Work Health and Safety procedures, construction standards and maintenance planning.
- General Construction Induction (White) Card.
- Asbestos Identification and Management or ability to obtain within 12 months.
- DrumMUSTER Inspector or ability to obtain within 12 months.
- A current class 'C' driver's licence.

Approval History

Stage	Date	Comment	MagiQ Reference
Created	14 October 2019	New position	339276
Revised	15 October 2020		339276
Revised	12 October 2022	Position regrade	339276
Updated	29 June 2024	Award Salary Increase 2024/25	339276

Ownership and Approval

Responsibility	Role
Author	Manager Maintenance Delivery
Approver	Director Infrastructure & Assets