

Position Description

Manager Waste and Facilities

Directorate	Infrastructure & Assets
Business Unit	Waste & Facilities
Location	Council Administration Building, Yass
Award Band	Professional/Specialist Band 3/Level 3
Position Number	474036
Salary Grade	Grade 22
Date position description approved	December 2025

Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$50 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 of Water & Wastewater, Engineering Services, Transport Infrastructure and Waste & Facilities. The role of Manager Waste & Facilities is located within the Waste & Facilities business unit.

Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

Council Values



Primary Purpose of the Position

The primary purpose of this position is to provide strategic leadership and operational oversight for the council's facilities, fleet, and waste management assets throughout their entire lifecycle. The role is responsible for driving continuous improvement and long-term planning while managing the delivery of maintenance, capital works, and specialised services such as the council workshop, caravan park, and emergency services. By integrating risk management, financial accountability, and stakeholder engagement, the position ensures that department operations are safe, cost-effective, and aligned with council-wide priorities and customer service standards.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Develop the strategic direction in relation to the life-cycle management of facilities (including land), fleet and waste assets and apply risk management principles to inform Council-wide priorities.
- Lead the delivery of maintenance and operations through effective workforce, project planning and contract management.
- Management of staff, programming works, staff training, ensuring that the waste and facilities department operates effectively, efficiently and safely.
- 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 and facilities.
- Provide advice and recommendations on the continuous improvement of the waste and facilities management programs.
- Management of the waste and facilities operational and capitals budget in conjunction with the Director Infrastructure and Assets.
- Actively participate in the continuous improvement in process, performance, safety and quality ensuring compliance with WHS policies and procedures.
- Plan and deliver maintenance, operational and capital programs for waste, fleet and facilities.
- Maintain and promote Council's culture of customer service.
- Provide strategically focused and decisive leadership to the section.
- Provide effective financial management of the sections budget.
- Actively participate in the use and development of asset management strategies, plans and principles.
- Oversee and manage the operations of Councils workshop.
- Manage the operational and financial aspects of Emergency Services Management.
- Manage the operation and management of Councils caravan park facility.

The Director may direct the Officer to carry out other duties within the limits of the employee's skill, competence and training.

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 asset management and delivery management systems 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.
- Managing a diverse asset portfolio, potentially across Division boundaries, including assets and capital infrastructure in a sensitive environment, including community groups and asset users.

Key Internal Relationships

Who	Why
Director Infrastructure & Assets	Advise and report on the progress of various initiatives progress towards business objectives and discuss future directions. Consult and provide expert advice, support Council business planning activities and initiatives to achieve alignment with Council's strategic plan and contribute to decision making. Identify emerging issues/risks and their implications and propose solutions.
Managers in Infrastructure and Assets Division	Provides the key link within the Infrastructure and Assets.
Project teams	Provide guidance support, exchange information and facilitate professional development.
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	Engage, consult and inform the community on a range of issues and projects. Manage expectations and resolve issues.
Contractors and Consultants	Negotiate and approve contracts and service agreements. Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements.
Government Organisations and Agencies	Develop and maintain strong relationships. Provide expert advice, negotiate and liaise on key issues, priorities and strategies.
Industry Stakeholders	Establish strong relationships and ensure appropriate consultation and communication with a range of industry groups and corporations.

Key Dimensions

Decision making

The role is expected to operate with a significant level of autonomy, utilise risk and project management methodology and principles and make day-to-day decisions relating to work priorities and workload management, for themselves and any staff/project staff supervised.

The role is accountable for the quality, integrity and accuracy of content of advice provided and for the delivery of assigned projects on time and at or below budgets.

Decisions should also be consistent with the objectives of Council's strategies and plans.

Reports to

Director Infrastructure & Assets

Direct reports

- Coordinator, Resource Recovery & Waste Services
- Coordinator Facilities
- Coordinator Fleet and Procurement
- Supervisor Workshop
- Project Development & Construction Manager (Term Contract)
- Waste Projects & Contract Officer (Term Contract)

Indirect reports

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Budget (operating and capital expenditure)

As per allocated projects and operational budget.

Essential Requirements

- Tertiary qualifications in a discipline relevant to the position and/or 7 years relevant experience at a management level.
- Demonstrated leadership capability and ability to implement change processes.
- Demonstrated experience in a leadership role.
- Demonstrated experience in asset, project and contract management, Work Health and Safety, maintenance standards & planning and operations.
- Demonstrated ability to manage staff and other resources in meeting organisational objectives.
- Proven ability to prepare and present high level management reports and to carry out associated research and analytical tasks.
- A current class 'C' driver's licence.

Desirable Requirements

- Experience in Local Government Asset Management.
- A knowledge of the legislative and environmental requirements associated with this role.

Approval History

Stage	Date	Comment	MagiQ Reference
New Position	15 December 2025	Organisation Restructure	

Ownership and Approval

Responsibility	Role
Author	Director Infrastructure & Assets
Approver	Director Infrastructure & Assets