

# Position Description

## Works Coordinator – Hazelmere

### Position Details

<b>Position Title</b>	Works Coordinator - Hazelmere
<b>Classification</b>	EMRC Remuneration Band – Negotiated Contract
<b>Position Number</b>	A0168A
<b>Basis of Employment</b>	Full Time
<b>Team</b>	Operations Team

### Position Objectives

- To lead, manage and coordinate the Hazelmere Resource Recovery Park Team and the Administration Team based at the Hazelmere Resource Recovery Park, and ensure that all projects comply with the organisation's objectives.

### Organisational Values

The EMRC's values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

<b>Excellence</b>	Striving for excellence through the development of quality and continuous improvement.
<b>Recognition</b>	Valuing employees in a supportive environment that focuses on their wellbeing.
<b>Innovation</b>	Focus on innovative approaches in projects and service delivery.
<b>Responsiveness</b>	Dynamic and flexible service delivery.
<b>Integrity</b>	Accountability and consistency in all that we do.

Leaders ensure that the organisation's values are created and sustained by establishing the Council's strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

## Position Requirements

### Competencies

- Well developed understanding of OH&S principles and practices as they relate to site operations.
- The ability to provide effective leadership and supervision of work teams, including performance management.
- The ability to develop and supervise work programs for operations.
- Effective communication and interpersonal skills, with the ability to liaise with a diverse range of stakeholders.
- Effective conflict resolution and negotiation skills.
- Demonstrated organisational and time management skills, and the ability to use initiative.
- Demonstrated ability to work independently with minimal supervision, and also within a busy team environment.
- Proficiency in the use of MS Office applications including Word and Outlook.

### Experience

- Experience managing and leading a team.
- Significant experience in site operations, including the operation of heavy plant and equipment.
- Significant experience with the supervision of employees and contractors.

### Qualifications

- Qualification in Front Line Management or relevant experience in a similar position.
- Current and valid WA HR Drivers Licence (or equivalent).
- Appropriate plant operating competency certificate or the willingness to obtain.
- Current National Police Clearance (no older than 3 months).

## Key Duties / Responsibilities

### Position Responsibilities

- Responsible for receiving, grading and processing of waste material including timber waste, mattresses, commercial and industrial waste and green waste at the Hazelmere Resource Recovery Park.
- Supervise the labour and plant operations of the Hazelmere Resource Recovery Park operations, including the preparation of site rosters.
- Manage and set budgets and analyze workforce trends.
- Ensure the safe operation of fixed and mobile plant and equipment.
- Coordinate plant and equipment maintenance and service requirements.
- Ensure the environmental impacts of on-site activities are minimised.

### Site Operations

- Assist with the improvement of EMRC and member Council financial viability.
- Set out and supervise daily work programs for the Hazelmere Resource Recovery Park, Resource Recovery operations, and general site maintenance.
- Develop and carry out safety inspections on plant and equipment.
- Supervise operations employees including the identification of training needs and performance management.
- Supervise contractors undertaking works on-site.
- Liaise with the various stakeholders and the general public who visit the site and ensure site requirements are adhered to.

- Achieve all agreed safety KPIs.

### Employee Training

- Provide on-site induction training for all new employees.
- Provide new employees with basic training on plant and equipment.
- Undertake other training as required by the position.

### Organisational Responsibilities

- Ensure compliance with all statutory requirements.
- Ensure, as far as practicable, workers (including contractors and volunteers), service providers, customers and visitors are not exposed to hazards and that they are informed about their rights, roles and responsibilities regarding health and safety at work.
- Ensure that recommendations to improve safety and health management are acted upon.  
Ensure that all appointed contractors meet the EMRC's OSH criteria prior to, and during, contractual engagement and undertaking work for the EMRC.
- Conduct safety related toolbox and team meetings at regular and agreed intervals.  
Ensure that workers (including contractors and volunteers), elected Safety and Health Representatives and relevant stakeholders are consulted regarding changes to procedures, premises, plant and equipment which may impact on safety and health.
- Ensure that workers (including contractors and volunteers) and other authorised persons do not commence any task without first reading the appropriate safe work procedures.
- Ensure planned workplace inspections are undertaken and documents in accordance with established inspection programme and legislative requirements.
- Ensure all tasks are risk assessed and appropriate controls according to the Hierarchy of the Controls implemented.
- Ensure that workers (including contractors and volunteers) are competent to undertake tasks allocated to them.

### Organisational Relationships

<b>Responsible to</b>	A0144A – Chief Operating Officer	
<b>Supervision of</b>	Administration Team (Hazelmere) Hazelmere Resource Recovery Park Team	
<b>Internal and External Liaison</b>	<b>Internal</b>	All EMRC Management and Employees
	<b>External</b>	Member Council Officers and Councillors Government Agencies Other EMRC Stakeholders Contractors

### Extent of Authority

- This position operates under the limited supervision of the Chief Executive Officer and acts within the parameters of established guidelines, policies, procedures, and delegated authorities of the Regional Council.

## Selection Criteria

### Essential

- Demonstrated experience with municipal and commercial waste management practices from collection through to disposal.
- Demonstrated experience with mobile and fixed plant equipment, including maintenance and service requirements.
- Demonstrated experience in supervising labour and plant operations.
- Experience in implementing innovative waste management projects.
- Experience in developing operating budgets and rosters.
- Knowledge of WorkSafe requirements in regards to safe site operations.
- Well developed communication and interpersonal skills, including the ability to deal effectively with a broad range of people.
- Self motivated with an ability to initiate actions to achieve organisational objectives.
- Demonstrated ability to work independently with minimal supervision, and also within a busy team environment.
- Current unrestricted WA 'C' Class Drivers Licence (or equivalent).
- Valid plant operating competency certificates as required for the role.

### Desirable

- Proficiency in the use of MS Office applications including Word and Outlook.
- Qualification in Front Line Management.
- Mechanical aptitude.
- Completion of relevant training in waste management practices.
- Knowledge of the environmental requirements associated with waste management operations.
- Knowledge of Local Government structures and operations.

## Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

Name of Employee \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

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<b>Date Last Reviewed</b>	September 2020
<b>Reviewed</b>	Manager Human Resources
<b>Updated</b>	Human Resources Administration Officer
<b>Approved</b>	Manager Human Resources