

Position Description

Site Supervisor

Position Details

Position Title	Site Supervisor
Classification	EMRC Remuneration Band – Level 7
Position Number	A0065A
Basis of Employment	Full Time
Team Name	Operations – Red Hill Waste Management Facility Team

Position Objectives

Key Objectives of Position

- To develop, co-ordinate and supervise daily work programs for the Red Hill Waste Management Facility.
- To provide effective and efficient supervision of work teams at the Red Hill Waste Management Facility.

Measures of Performance

Specific measures of performance include the achievement of the following objectives:

- Provide effective and efficient waste management services relating to current site operations.
- Reduce the risk of workplace related accidents and injuries.
- Minimise the environmental impact of waste disposal.
- Minimise the environmental impact of regional soil contamination.

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:

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

Key Duties/Responsibilities

Position Responsibilities

Administration

- Obtain quotes for goods & services in compliance with the EMRC's Purchasing policy.
- Record and report on monthly progress and compliance of the site.
- Assist with the recruitment of operations employees for the site.
- Provide assistance to other site supervisors as required.

Site Operations

- Set out and supervise daily work programs for the Class III and Class IV operations, Transfer Station, Resource Recovery operations (including FOGO and greenwaste), 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 maintenance works on-site.
- Liaise with the various stakeholders who visit the site and ensure site requirements are adhered to.

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.

Occupational Safety and Health (OS&H) 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 pre-start 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 Responsibilities

- Perform after hours call-outs to site for security and emergency purposes (on a roster system).
- Ensure all duties are performed in compliance with standard operating procedures.
- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

Position Requirements

Competencies

- Knowledge of the waste management industry and waste disposal practices and processes.
- Knowledge of, and experience with, the operation of landfill plant and equipment.
- Knowledge of the environmental requirements associated with waste management operations.
- Knowledge of Local Government structures and operations.
- 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 waste management 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, Excel and Outlook.

Experience

- Significant experience in waste management site operations, including the operation of heavy plant and equipment.
- Significant experience with the supervision of employees and contractors.

Qualifications

- Qualification in First Line Supervision or relevant experience in a similar position.
- Completion of relevant training in waste management practices.
- Current and valid WA HR Drivers Licence (or equivalent).
- Appropriate plant operating competency certificates.

Organisational Relationships

Responsible to	A0043A – Manager Red Hill Waste Management Facility
Supervision of	A0064A - Site Supervisor (Landfill Operations) A0047A - Heavy Duty Plant Mechanic A0048A - Team Leader Landfill Operations A0052A - Litter Control Officer/Labourer A0053A - Plant Operator A0054A - Plant Operator/Truck Driver A0056A - Plant Operator/Truck Driver A0057A - Plant Operator/Truck Driver A0058A - Plant Operator/Truck Driver A0059A - Plant Operator/Truck Driver A0061A - Plant Operator/Truck Driver A0063A - Quality Officer A0066A - Trades Assistant/Labourer A0067A - Traffic Controller/Labourer A0068A - Transfer Station Attendant A0069A - Truck Driver A0115A - Plant Operator Truck Driver Landfill Operations Casual A0125A - Labourer/Truck Driver Contractors

Internal and External Liaison	Internal	All EMRC Management and Employees
	External	Member Council employees Members of the general public Schools, educational institutions and research organisations Environmental community, not for profit and industry groups Relevant State and Federal Government departments and agencies Professional associations and communities of practice Suppliers, contractors and consultants

Extent of Authority

- This position works under general supervision and is required to exercise a high level of initiative, judgement and responsibility whilst acting within predetermined guidelines, organisational policy and as delegated.

Selection Criteria

Essential

- Knowledge of waste disposal practices and processes.
- Significant experience in waste management site operations, including the operation of heavy plant and equipment.
- Significant experience with the supervision of employees and contractors, including performance management.
- Well developed understanding of OH&S principles and practices as they relate to site operations.
- Ability to develop and supervise work programs for waste management operations.
- Effective communication and interpersonal skills, with the ability to liaise with a diverse range of stakeholders.
- 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.
- Current and valid WA HR Drivers Licence (or equivalent).

Desirable

- Proficiency in the use of MS Office applications including Word, Excel and Outlook.
- Qualification in First Line Supervision.
- 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 _____

Date Last Reviewed	October 2020
Reviewed	Manager Human Resources
Updated	Manager Human Resources
Approved	Manager Human Resources