

Position Description

Team Leader Hazelmere Resource Recovery Park

Position Details

Position Title	Team Leader Hazelmere Resource Recovery Park
Classification	EMRC Remuneration Band - Level 6 (Operations)
Position Number	A0095A
Basis of Employment	Full Time
Team Name	Operations - Resource Recovery

Position Objectives

- To assist with the day to day operation of the Hazelmere Resource Recovery Park.

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

- In conjunction with the Manager Resource Recovery responsible for supervision of receiving, grading and processing of waste material including timber waste, mattresses, commercial and industrial waste and green waste at the Hazelmere Resource Recovery Park
- The safe operation of plant and equipment including:
 - ⇒ Front End Loader
 - ⇒ Excavator with Grab Attachment
 - ⇒ Slow Speed shredder
 - ⇒ Tip Truck
 - ⇒ Hook Lift Truck
 - ⇒ Trommel Screen and Stacking Conveyor
 - ⇒ Other miscellaneous equipment
- Coordinate plant and equipment maintenance and service requirements.
- Develop and carry out safety inspections on plant and equipment.
- Provide on-site induction training for all new staff.
- Provide new staff with basic training on plant and equipment.
- General labouring duties as required.

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 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 Responsibilities

- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic Document Management system requirements
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Actively seek and report on methods of improving systems of work to ensure continuous improvement.
- 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 recycling practices and processes.
- Knowledge of the environmental requirements associated with waste recycling operations.
- Well developed understanding of OH&S principles and practices as they relate to site operations.
- The ability to develop and supervise work programs for waste operations.
- Effective communication and interpersonal skills.
- Demonstrated ability to work within a busy team environment.
- Proficiency in the use of MS Office applications including Word and Outlook.

Experience

- Significant experience in waste site operations, including the operation of heavy plant and equipment.
- Experience with the supervision of staff and contractors.
- Demonstrated experience with maintenance and service requirements of fixed and mobile plant.

Qualifications

- Appropriate plant operating competency certificates.
- Current and valid WA HR Drivers Licence (or equivalent).
- Appropriate plant operating competency certificates.
- Current National Police Clearance (no older than 3 months).

Organisational Relationships

Responsible to	A0168A – Works Coordinator - Hazelmere
Supervision of	A0093A – Plant Operator/ Maintenance (Hazelmere) A0094A – Plant Operator (Hazelmere) A0108A – Plant Operator (Hazelmere) A0114A – Plant Operator (Hazelmere) Contractors engaged to undertake specific Resource Recovery and Waste Management Projects.
Internal and External Liaison	Internal All EMRC Management and Employees External General Public Member Council Officers Contractors, Suppliers and Consultants Government Agencies Private and Non-Government Organisations

Extent of Authority

- This position works under the direction of the Manager Resource Recovery and has the authority to act within predetermined guidelines, EMRC Policy and as delegated.

Selection Criteria

Essential

- Demonstrated experience with mobile and fixed plant equipment, including maintenance and service requirements.
- Appropriate plant operating competency certificates.
- Effective communication and interpersonal skills.
- Demonstrated ability to work within a busy team environment.
- Sound understanding of OH&S principles as they relate to a workplace.
- Knowledge of WorkSafe requirements in regards to safe site operations.
- Current and valid WA HR Drivers Licence (or equivalent).

Desirable

- Proficiency in the use of MS Office applications including Word 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.
- Current First Aid Certificate.

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	December 2020
Reviewed	Manager Resource Recovery
Updated	Manager Human Resources
Approved	Chief Operating Officer