

Position Description

Coordinator Transport & Assets

Position Details

Position Title	Coordinator Transport & Assets
Classification	EMRC Remuneration Band 9
Position Number	A0235A
Basis of Employment	Full Time
Team Name	Operations – Engineering Team

Position Objectives

- Reporting to the Manager Engineering, the focus of this role will be to coordinate the productivity and safety performance of the waste collection, waste transfer, and HRRP Heavy plant fleets.
- To coordinate the maintenance and repairs of all plant and equipment. Scheduling preventative maintenance and working with suppliers and the mechanical team to complete requirements in a timely and safe manner.
- Coordinate the operations of the waste transfer fleet (walking floor semi-truck) and associated transport contractors.
- Coordinate the hook lift truck(s) logistics between facilities and customers.
- Manage the mechanical services for all mobile and fixed plant including, walking floor trucks and trailers and collections vehicles, at the HRRP and Baywaste facilities.

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 well-being.
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

Waste Transfer, Walking Floor Trucks and Hook Lift Truck Operations

- Lead collaboratively and affectively the walking floors and hook bin truck transport team members providing guidance and support to ensure excellent service delivery.
- Coordinate the Hazelmere and Baywaste Team's waste transfer schedules including the walking floor trucks and hook lift bin movements, ensuring the efficient, safe and adequate transfer of transfer station waste and EMRC products, between sites and to customers.
- Optimising efficiencies including routes and any resequencing requirements, managing driver fatigue and ensure any non-conformance issues are raised and reported.
- Provide excellent representation for the EMRC, particularly when delivering EMRC products & services, with team members and to stakeholders.
- Coordinate with managers and coordinators the mechanical workshop to ensure sufficient vehicles and plant are available for use and compliant to operate.
- Any other duty within the coordinator's knowledge base and skillset as directed by the Manager Engineering.

Workshop and Fleet Maintenance

- Lead collaboratively and affectively the mechanical team members providing guidance and support to ensure excellent service delivery.
- Coordinate the day-to-day functions of the mechanical workshop and timely response in the cases of emergency mechanical response.
- Schedule all preventative maintenance requirements and ensures records and documentation is accurate and stored appropriately in accordance with the EMRC's policies and procedures.
- Coordinate with mechanical/engineering/operations personnel to ensure parts and equipment are readily available and inventoried.
- Communicating with internal stakeholders to ensure that any plant and fleet issues are identified and resolved quickly.
- Ensure that the workshops and all areas of your responsibility, are well maintained and kept clean.

Work Health and Safety (WHS) Responsibilities

- Comply with all Statutory requirements.
- Take reasonable care to ensure their own safety and health whilst at work and that of others.
- Consult and cooperate with Management on matters of Work Health and Safety.
- Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
- Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
- Use personal protective equipment (PPE) as required.
- Complete monthly KPI's as set by management.

Organisational Responsibilities

- Always represent the EMRC in a responsible and professional manner.
- Responsible for approving timesheets, schedules and rosters.
- 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.
- Always comply with the policies and procedures of the organisation.
- 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

- Excellent communication and interpersonal skills.
- Demonstrated ability to lead a small team in a dynamic environment in a fast past environment.
- Ability to train and supervise others.
- Ability to coordinate mechanical fleet and plant maintenance.
- Ability to coordinate waste transport logistics with effective scheduling and liaison with operations managers and coordinators.
- Computer literacy, particularly in Microsoft Office 365 and asset management software.

Experience

- Experience in fleet management for trucks and heavy plant for waste collection and transfer operations.
- Management of transport contractors.
- Experience and knowledge of asset planning for fixed and mobile plant.
- Experience and knowledge of safe and efficient operation of heavy vehicles.
- Experience in managing a small diverse and team.

Qualifications

- Current and valid WA HR Drivers Licence (or equivalent).
- Mechanical knowledge – heavy diesel plant including waste collections trucks, prime movers, excavators, and frontend loaders.
- Appropriate plant and truck licences.
- Appropriate skills and experience in fleet and asset management.
- Suitable skills in team leadership and service delivery.

Organisational Relationships

Responsible to A0090A – Manager Engineering

Supervision of A0175A – Heavy Duty Mechanic
A0225A – Heavy Duty Mechanic
A0114A – Plant Operator
A0199A – MC Truck Driver
A0207A – MC Truck Driver

Internal and External Liaison **Internal** EMRC Management and Employees

External Member Council employees
Members of the 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 operates under direct supervision and has the authority to act within predetermined guidelines, EMRC policy and as delegated.

Selection Criteria

Essential

- Computer literacy, particularly in Microsoft Office 365 and asset management software.
- Appropriate plant operating competency certificates.
- Current and valid WA HR Drivers Licence (or equivalent).
- Current National Police Clearance (no older than 3 months).
- Excellent communication and interpersonal skills.
- Demonstrated ability to work under pressure and within a busy team environment.
- Appropriate skills and experience in fleet and asset management.
- Suitable skills in team leadership and service delivery.

Desirable

- Previous heavy mobile plant and fixed plant asset maintenance experience.
- Prime mover drivers' licence and driving experience.

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	March 2024
Reviewed	Chief Operating Officer
Updated	Senior HR Advisor
Approved	Manager Human Resources