



Position Description

Position Details

Position Title	Waste Services Manager
Responsible To	Group Manager, Operations & Services
Employment Type	Permanent, Full Time
Hours of work	40 hours per week, Monday to Sunday
Location	Kawerau District

Position Purpose

To assist the Group Manager, Operations & Services to provide a waste service to the Kawerau District. This is achieved by:

- Leading the operations and operational teams, planning and coordination of solid waste collection, and processing and disposal activities.
- Supporting the Waters Services Team sewerage waste processing and disposal activities.

Council's Vision

To create a resilient and sustainable Kawerau District that can meet the needs of the future.

Internal and External Relationships

Internal Relationships

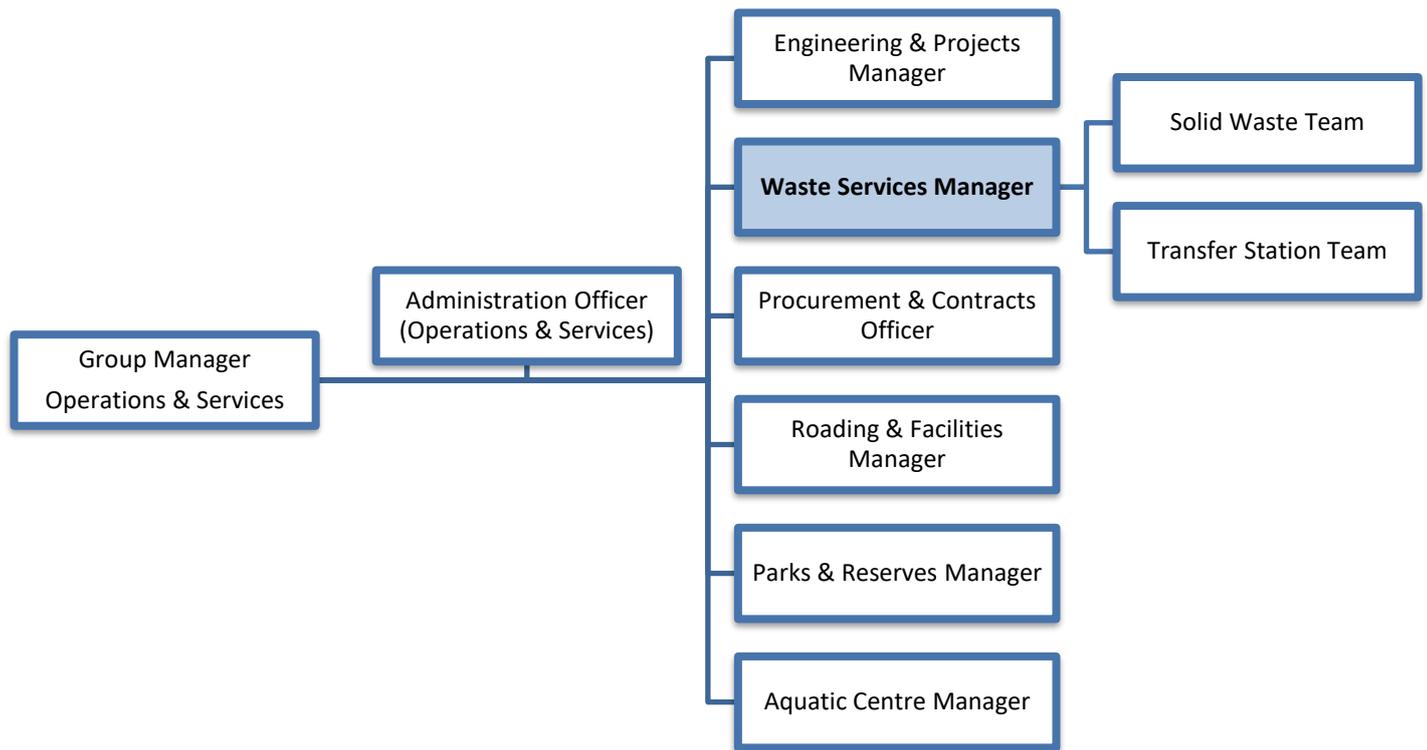
- Group Manager, Operations & Services
- Waste Services Teams
- Operations & Services Managers and Staff
- Other Council Staff

External Relationships

- Contractors and Consultants
- Residents and Ratepayers
- Central Government Departments and Agencies
- Other Local Authorities in the region

Kawerau District Council operates a Drug and Alcohol Policy, which includes pre-employment, random, post-accident/incident and reasonable grounds testing.

Organisation Structure



Key Responsibilities

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
WASTE SERVICES MANAGEMENT	
<p>Assist the Group Manager, Operations & Services in the delivery of the following waste services to the community.</p> <ul style="list-style-type: none"> • Operations & Services Management: <ul style="list-style-type: none"> ○ Transfer station operations and services ○ Recycling collection service ○ Sewerage disposal operations. • Provide technical advice and undertake technical investigations as required. • Manage hazardous material including asbestos and hazardous solid waste. • Manage, monitor and control critical spares inventories. • Maintain and operate waste services assets to an acceptable standard. • Ensures all staff functions and rosters are covered during all hours of operations. • Monitor and control financial expenditure as required and report on findings. 	<ul style="list-style-type: none"> • Waste services that are provided to the community meet community needs. • Waste operations are managed in an effective and efficient manner. • A high standard of customer service is achieved. • Technical advice is accurate and well researched. Reports are clear and well written. • Provide information and data to clients, managers and staff as required in a timely manner. • Waste Services Assets perform their intended function with the required reliability and availability. • All staff functions and rosters are covered and any gaps in staffing are filled as required. • All operational activities are operated within budget.

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<ul style="list-style-type: none"> • Implement the decisions of the Council with respect to the relevant areas. • Assist the Group Manager, Operations and Services with formulating, implementing and reviewing long-term plans and policy. • Assist the Group Manager, Operations and Services with drafting annual budgets. • Prepare and update Asset Management & Activity Plans. • Ensure that all relevant legislation is observed and that all tasks are carried out with technical competence. 	<ul style="list-style-type: none"> • All services are provided within budget. • Long term plans are comprehensive and are completed on time. • Annual budgets are accurate and are completed on time. • Asset & Activity Management Plans are prepared and are consistent with national guidelines. • All legislation and by-laws are complied with.
PEOPLE MANAGEMENT	
<p>Assist the Group Manager, Operations & Services with managing Waste Services staff.</p> <ul style="list-style-type: none"> • Lead the following Waste Services teams: <ul style="list-style-type: none"> ○ Transfer station and processing team (Transfer Station Team) ○ Recycling collection and disposal team (Solid Waste Team) • Lead, motivate, train, inspire, and encourage staff to optimise the efficient use of their talent. • Effective relationships are developed and maintained with internal and external stakeholders. 	<ul style="list-style-type: none"> • All staff are trained, equipped and motivated to perform their tasks. • Recognise and value the importance of establishing and maintaining excellent working relationships across KDC. • PPDs completed with supervised staff. • Supervised staff either improve or continue with expected levels of performance, growth and continuous improvement.
CONTRACT, PROJECT AND BUDGET MANAGEMENT	
<ul style="list-style-type: none"> • Report to the Group Manager, Operations & Services regarding contracts, projects and budgets within area of responsibility. • Manage and monitor contracts in the area of responsibility. • Assist the Engineering & Projects Manager with delivering waste services projects, or any other assigned project. • Monitor and control financial expenditure up to delegated authority. 	<ul style="list-style-type: none"> • Contracts being managed in the area of responsibility are implemented, maintained, and reviewed. • Waste services projects or any other project assigned to the position holder are delivered on time and within budget. • Budget is spent effectively and efficiently.
COMPLIANCE AND MONITORING	
<ul style="list-style-type: none"> • Assist the Group Manager, Operations & Services with preparation of consent applications and monitoring and reporting against consent conditions. • Monitor areas where non-compliance is occurring. 	<ul style="list-style-type: none"> • Consent applications are prepared in a timely manner. • Schedules of reporting on consent conditions are kept up to date. • Information provided to Regional Council as required.

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<ul style="list-style-type: none"> Ensure that all relevant legislation is observed and that all tasks are carried out with technical competence. 	<ul style="list-style-type: none"> Report to the Group Manager, Operations & Services on areas of monitoring where non-compliance is occurring. All legislation and by-laws are complied with.
ADMINISTRATION	
<p>Report, through the Group Manager, Operations & Services, to the relevant Committees of Council, and attend all such meetings as required by the Group Manager, Operations & Services.</p>	<ul style="list-style-type: none"> Group Manager, Operations and Services, Chief Executive Officer and relevant Council Committees are kept fully informed on outside operations. Reports are accurate, on time and in line with set requirements.
STAKEHOLDER ENGAGEMENT	
<p>Establish and manage relationships with key internal managers to ensure all parties are regularly and consistently informed on progress, risks and implications on each of the respective manager's accountabilities and deliverables.</p>	<ul style="list-style-type: none"> Creates a climate where there are no surprises and facts are put on the table early when there is still time to act. Manages relationships within the organisation ensuring effective flow of information and coordination of resources and work plans. Ensures rapid escalation of issues and timely decision making across KDC.
HEALTH & SAFETY	
<ul style="list-style-type: none"> Demonstrates a personal commitment to Health and Safety in accordance with Council's Health and Safety Policy. A safe and healthy working environment is maintained in the area of responsibility. Actively contributes to a healthy culture of manaakitanga (respect, generosity, and care). 	<ul style="list-style-type: none"> All relevant KDC policies and processes are complied with. Effective health and safety processes are in place in area of responsibility. Work-related accidents, incidents and illnesses are reported. Emergency procedures are followed. Safe work practices are demonstrated.
GENERAL	
<ul style="list-style-type: none"> Participate in the organisation's Personal Performance and Development Programme (PPD). Participate in the organisation's business improvement programme. Participate in Council's Civil Defence response teams. Carry out any other relevant duties as reasonably required. 	<ul style="list-style-type: none"> Unbiased and empowering PPDs completed with supervisor and reporting staff. Consistent attendance at and participation in Team meetings. Participation in emergency drills and incidents as required. Participate in Civil Defence training and events.

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
	<ul style="list-style-type: none"> Willingly accept tasks assigned and meet agreed deadlines.

Person Specification

Technical / Professional Qualifications / Experience

- 5 years' experience in a role with waste services or materials processing.
- 5 years' people management experience.
- A NZQA level 4 or higher qualification in a related technical field or similar qualification.
- The ability to physically carry out the functions of the position.
- Current Class 1 Driver's License, Class 2 with WTR endorsement desirable

Knowledge / Skills / Attributes

- The ability to function well as a team leader - a personal style that empowers, motivates and encourages others to perform at their best, through recognising and valuing their contributions and encouraging their development.
- Knowledge and experience of waste collection, processing and disposal activities are desirable.
- Understanding or the ability to learn and understand the management and operations of Local Government.
- Sound knowledge or the ability to learn and understand Health and Safety regulations, Resource Management Act and other legal requirements in the work area.
- Computer literacy including the ability to use Word and Excel.
- Well-developed communication and interpersonal skills with a client-focused approach to service delivery.
- The ability to organise, prioritise and deal efficiently with a variety to tasks, to be self-motivated, and to work with minimum supervision.
- Flexibility to work a variety of hours or be on-call to cover staff absences.
- A business-like approach to the cost of services provided.
- Highly self-motivated.
- Commitment to providing quality customer service.