

Heart of the Stirlings



SHIRE OF GNOWANGERUP

Asset and Waste Management Coordinator

POSITION DESCRIPTION



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1. POSITION DETAILS	
Position: Asset and Waste Management Coordinator	Position classification: LGIA Level 7
Directorate: N/A	Employment type: Contract
Department: Works and Infrastructure	Location: Shire Depot
2. ORGANISATIONAL RELATIONSHIPS	
Responsible to:	Manager Works
Supervision of:	Technical Officer, amenity cleaners, and the contracts of waste, ranger services and gardening.
Internal and External Liaison:	
Internal	Shire staff and Elected Members
External	Ratepayers Other stakeholders General public
3. POSITION OBJECTIVES	
<ul style="list-style-type: none">• Coordinate the waste management function of the Shire, including planning for future requirements to ensure provision of a sustainable service into the future.• Coordinate the management of the Shire's assets in line with relevant legislation the Shire's asset management framework, and Strategic Community Plan to ensure:<ul style="list-style-type: none">○ The minimisation of any asset renewal gap;○ Assets are maintained to a standard that reflects the service levels expected by the community and is financially sustainable;○ Relevant and accurate data is provided to Executive staff and Council to enable appropriate asset-related decision making.	
4. KEY DUTIES / RESPONSIBILITIES	
<ul style="list-style-type: none">• Manage the operations of the Shire's waste facilities and services, including regular rubbish and recycling collections, landfill sites and effluent ponds/network.• Coordinate waste management projects.• Develop, maintain and implement the Shire's Asset Management framework.• Ensure the infrastructure data in the Shire's asset management systems is up to date.• Develop and maintain the annual and long term works program and plant replacement schedules.• Develop building maintenance / renewal programs.• Manage insurance claims relating to plant, equipment and buildings.• Supervise direct reports and manage contractors.• Fulfill the role of Aerodrome Reporting Officer.	
5. SKILLS and EXPERIENCE	
Qualifications:	

- Tertiary qualification in Engineering and / or extensive experience in infrastructure works and asset management.
- Aeronautical Radio Operators Certificate.

Experience:

- Asset Management
- Managing budgets
- Waste Management
- Airport / Aerodrome Reporting Officer
- Asset management software

Skills:

- Collaboration, engagement, communication and interpersonal skills, together with advocacy and negotiation skills.
- Ability to contribute to policy development.
- Effectively manage change initiatives.
- Computer skills and a working knowledge of Microsoft Office.
- Manage and provide direction to staff.
- Ability to meet deadlines.

Knowledge:

- Asset management and infrastructure operations.
- Waste management.
- Aerodrome operations.

6. EXTENT OF AUTHORITY

Operates under the direction of the Works Manager within established guidelines, procedures and policies as well as the statutory provisions of the Local Government Act 1995, subsidiary regulations and other relevant legislation.

7. WHS REQUIREMENTS

- Follow all occupational workplace health and safety (WHS) guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.

Approved by the Chief Executive Officer

Date: ____ / ____ / ____

Signed by Employee

Date: ____ / ____ / ____

Name: