

POSITION DESCRIPTION

Manager Waste and Sewerage Services | Commercial Services

1. Purpose of the Position

This Position Description outlines the primary duties, responsibilities, and expectations of the role. It is intended to support recruitment, induction, performance management, and organisational planning. It is not intended to be an exhaustive list of every duty that may be required, providing organisational flexibility to adapt to changing operational needs.

2. EMPLOYMENT CONDITIONS

Status: Permanent, Full-Time

Award / Enterprise Agreement: This may be the *Local Government Officers' (Western Australia) Award 2021* together with any applicable Shire industrial agreement/arrangement.

Probation Period: 6 months, applicable in accordance with the employee's contract of employment and applicable industrial instrument.

Standard Hours: 76 hours per fortnight (9-day fortnight with RDO), Additional hours, on-call and emergency response may be required in accordance with the applicable industrial instrument, employment contract and Shire policy.

Classification & Remuneration: Comprising applicable level base salary and any 'applicable' Shire over-award, Coolgardie, location and Level 2 Adverse Working Conditions allowances, plus 12.0% superannuation.

Location & Mobility: Coolgardie / Kambalda (Shire depots, administration offices and waste/sewerage facilities). The employee may be required to work across any Shire location and travel to fulfill position requirements.

Licences & Certificates: Current 'C' Class Driver's Licence, National Police Clearance, Pre-employment medical and drug and alcohol assessment where required having regard to the inherent requirements and risk profile of the position and Shire policy.

3. ORGANISATIONAL CONTEXT

Why We Exist To serve the communities of the Shire of Coolgardie through accountable governance, responsible resource management and quality local services.

Vision: To be a connected, progressive and welcoming community.

Our Mission: To deliver reliable, responsive and sustainable services that support strong communities and the long-term future of the Shire.

Our Values

- Honesty – dealing with our customers and colleagues in a fair and ethical manner

- Accountability – promoting the concept of quality in everything we do
- Respect – treating our colleagues and customers with respect
- Professionalism - Showing pride in everything we do with a commitment to high-quality service delivery

Strategic Framework: Every employee contributes directly to the delivery of the Shire's statutory documents:

- **Integrated Planning and Reporting Framework**
 - **Council Plan**

4. POSITION OBJECTIVES

- **Primary Purpose (WHY the role exists):** To provide strategic and operational leadership of the Shire's waste management and sewerage services, ensuring service delivery complies with legislative requirements, environmental standards, public health obligations and community expectations.
- **Key Deliverable (WHAT success looks like):** Safe, compliant cost-effective and reliable delivery of waste collection, landfill, hazardous waste and sewerage/wastewater services, achieved within approved budgets and to statutory and safety standards.
- **Beneficiaries (WHO benefits):** Residents and ratepayers of the Shire of Coolgardie, Council and the Executive Leadership Team, the Waste and Sewerage Services team, and regulatory agencies including DWER and DOH.

5. EXTENT OF AUTHORITY & FINANCIAL DELEGATION

Delegations

- **Operational Delegation:** Approve operational workflows, work programs and day-to-day activities for waste management, landfill and sewerage/wastewater services within Council policy
- **Financial Delegation:** Financial authority is exercised only in accordance with the Shire's current Delegations Register, purchasing policy and any formally authorised financial limits.
- **Legislative Delegation:** Undertake authorised officer functions where formally appointed or delegated in accordance with applicable legislation and the Shire's Delegations Register.
- **Contract Delegation:** Authority to manage and administer waste, sewerage and infrastructure contracts, including tender preparation, evaluation and contract administration, within formally approved delegated authority and in accordance with the Shire's procurement and purchasing policies.
- **People Delegation:** Manage and/or participate in recruitment, rostering, leave and performance management within the scope of formally delegated authority, Shire policy and applicable industrial instruments.
- **Information Delegation:** Provide and release operational information within the scope of delegated authority and in accordance with Shire records, confidentiality, privacy, FOI and communications requirements.

Decision-Making Scope

This position operates within Council policy, approved budgets, legislative constraints, and delegated authority. Specifically, this position is authorised to:

- Make operational decisions within area of responsibility aligned to policy.
- Approve leave / expenditure / authorise contractors up to delegated limits aligned to policy.
- Issue directions to staff / contractors aligned to policy.
- Make recommendations for escalation to the Manager Commercial Services.

6. ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Commercial Services

Responsible for (Direct Reports): Waste and Sewerage Services team – Waste Facility, Landfill and Sewerage/Wastewater Operations staff.

Internal Stakeholders: Chief Executive Officer, Directors and Managers, Supervisors/Coordinators, Elected Members and other Shire staff

External Stakeholders: Department of Water and Environmental Regulation (DWER), Department of Health (DOH), contractors and consultants, residents, ratepayers and community groups

Key Partnerships & Committees: DWER and DOH regulatory liaison, regional waste management forums, and relevant Council committees relating to waste, environmental and sewerage services

7. ACCOUNTABILITY STATEMENT

Employees are accountable for achieving the outcomes of this role while complying with legislation, Council policies, delegated authority, and organisational values.

8. KEY RESPONSIBILITY AREAS AND DUTIES

Area 1: Waste Management, Landfill & Regulatory Compliance

- Act as the Shire's primary point of contact for all waste management and sewerage services, including operational, regulatory, and community-related matters.
- Lead the implementation and continuous improvement of the Shire's Waste Management System, policies, and procedures in collaboration with senior management.
- Manage regulatory compliance requirements, including preparation of reports and licence applications to the Department of Water and Environmental Regulation (DWER) and Department of Health (DOH).
- Oversee landfill operations (Class II and Class III), including waste acceptance, compliance with licence conditions, airspace management, and planning for future disposal capacity.
- Coordinate the safe and compliant management of hazardous waste, including asbestos management and removal through appropriately trained, competent and/or licensed personnel and contractors.
- Provide technical advice across the Shire on waste management and environmental compliance and promote awareness of sound waste management practices.

Area 2: Sewerage Infrastructure, Contracts & Financial Management

- Oversee the operation and maintenance of wastewater treatment facilities, sewer networks, and pump stations, ensuring compliance with statutory licence conditions and protection of public health.
- Respond to operational issues such as pump station failures, odour complaints, and system faults, coordinating timely maintenance and corrective action.
- Monitor and track waste and wastewater streams from generation through to disposal or beneficial reuse, ensuring accurate data capture and reporting.

- Manage contractor and consultant procurement processes, including tender preparation, evaluation, and contract administration for waste, sewerage, and infrastructure projects.
- Supervise maintenance and capital works projects, including landfill development, wastewater upgrades, and facility improvements, ensuring quality, safety, and cost control.
- Prepare budgets, cost estimates, and financial assessments for waste and sewerage services, including gate fees, operational costs, and capital planning, and build strong working relationships with contractors, regulators and the community.

Area 3: Customer Experience & Community Engagement

- Provide responsive, professional, accessible, and inclusive customer service to all internal and external stakeholders.
- Support effective community engagement, complaint handling, and resolution processes in alignment with Shire standards.

Area 4: Information Management, Privacy & Cyber Security

- Comply with applicable confidentiality, privacy, record-keeping and information management requirements within the scope of the position.
- Ensure proper document management, information security compliance, and adherence to cyber security protocols.

Area 5: Continuous Improvement & Innovation

- Actively identify process improvements, support workplace innovation, participate in reviews, and simplify processes to enhance service delivery and customer outcomes.

Area 6: Ethical Behaviour, Integrity & Governance

- Maintain high standards of public sector integrity, fraud awareness, and corruption prevention.
- Adhere strictly to the Code of Conduct, managing conflicts of interest, handling gifts appropriately, and using Council resources and social media responsibly.

Area 7: Risk Management

- Proactively identify hazards and risks, participate in risk assessments, implement controls within areas of control, report emerging risks, and engage in risk reviews.

Area 8: Leadership, Workforce Management & Culture

- Lead and contribute to workforce planning, succession planning, recruitment, onboarding and performance processes for the Waste and Sewerage Services team, in partnership with relevant Shire functions.
- Manage end-to-end workforce planning, succession planning, recruitment, onboarding, and structured performance conversations.
- Support a psychologically safe workplace, identify and escalate psychosocial hazards and support employees in accordance with Shire policies and available support mechanisms

9. GENERAL ACCOUNTABILITIES

Workplace Health & Safety (WHS) & Psychosocial Risk

- Take reasonable care for your own health and safety, ensuring your acts or omissions do not adversely affect others.

- Comply with all WHS instructions, policies, procedures, stop-work authorities.
- Properly wear, use, fit, and care for all required Personal Protective Equipment (PPE).
- Proactively identify, control, and report hazards, near-misses, incidents, fatigue, manual handling risks, working-alone risks, and fitness-for-work issues (including drug and alcohol policies).
- Adhere to emergency response procedures and promptly report hazards, incidents, unsafe conditions or behaviours in accordance with the Shire's WHS reporting and escalation procedures.
- Contribute to the identification, elimination and, where elimination is not reasonably practicable, minimisation of physical and psychosocial risks in accordance with WHS requirements.

Contractor, Volunteer & Visitor Management

- Ensure contractors, volunteers, and visitors operate safely and comply with all safety and governance requirements within areas under your control.

Flexibility & Adaptability

- The employee may be required to undertake other duties that are reasonably within their skills, competence, and training, consistent with the classification of the role and operational requirements.

10. PHYSICAL & ENVIRONMENTAL REQUIREMENTS

This position requires the following physical and environmental capabilities:

- ☒ Prolonged Sitting / Standing / Walking
- ☒ Lifting & Manual Handling (up to 15kg)
- ☒ Repetitive Movements / Computer & Screen Use
- ☒ Outdoor Work / Exposure to Weather & Environmental Factors
- ☒ Driving / Vehicle & Equipment Operation

11. KEY PERFORMANCE INDICATORS

- Ensure regulatory obligations are actively monitored and managed, statutory reporting is completed within required timeframes, and identified non-conformances are promptly escalated and corrective actions implemented.
- Effectively manage capital works and maintenance programs against approved scope, budget and schedule, with material variances identified, reported and managed.
- Operational issues (e.g. pump station failures, odour complaints) responded to and resolved within established service standards

12. POSITION REQUIREMENTS – SELECTION CRITERIA

Qualifications & Mandatory Checks	Essential	Desirable
Tertiary qualification in Engineering, Environmental Science, Waste Management or a related discipline (or extensive equivalent industry experience)	☐	☒
Current 'C' Class Driver's Licence (or higher as role-relevant)	☒	☐
National Police Clearance (renewed as required)	☒	☐
Working With Children Check (WWCC) / White Card / First Aid / Heavy Vehicle Licence / Immunisations / Pre-employment Medical (Circle those applicable)	☒	☐

Knowledge & Technical Capability	Essential	Desirable
Sound knowledge of the Waste Avoidance and Resource Recovery Act, Environmental Protection Act, and relevant waste and sewerage regulations, codes of practice and guidelines	☒	☐
Knowledge of the Work Health and Safety Act and Regulations, and Local Government Act requirements relevant to waste and sewerage operations	☒	☐
Experience	Essential	Desirable
Substantial experience in waste management, environmental services, or sewerage/wastewater operations, including staff leadership, contract management, and project delivery, ideally within a Local Government environment	☒	☐
Behavioural Capability & Values Alignment	Essential	Desirable
Demonstrated behavioral competencies: respect, accountability, collaboration, professionalism, integrity, and adaptability.	☒	☐
Strong written and verbal communication skills with a proven customer focus.		
Leadership Capability (If Applicable)	Essential	Desirable
Proven capability in coaching, performance management, psychological safety, and fostering team culture.		

13. POSITION REVIEW

The PD may be reviewed following appropriate consultation. Any changes will be managed in accordance with applicable legislation, industrial instruments, the employee's contract of employment and Shire policy.

AGREEMENT

Employee signature acknowledges receipt and understanding of the Position Description and does not, of itself, constitute agreement to a variation of contractual or statutory employment entitlements.

As the Employee, I have read and understood the statement of duties in this Position Description.

Employee Name	Signature	Date

As the Manager, I have reviewed and confirmed this is a current, correct and relevant document.

Manager Name	Signature	Date

UPDATED: August 2026

APPROVED BY: Chief Executive Officer