

POSITION DESCRIPTION

	Waste Services Coordinator	PD No KWS035		
		VERSION 01	LAST REVIEWED September 2026	NEXT REVIEW September 2028
Classification	Local Government Employee, Level 8, <i>Local Government Industry Award 2020</i> .			
Special Conditions	<p>Ongoing full time – 38 hours per week</p> <p>A satisfactory National Police check will be required. KWS will screen for serious offences or any other offences relating to fraud or dishonesty, or any offence that KWS deems of a nature which may render the applicant unsuitable to work in the position.</p>			
Position Objectives	<p>The position is responsible for assisting the Manager Kingborough Waste Services (KWS) in the delivery of waste management services for the Kingborough community and the operational management of the Barretta and Bruny Island Waste and Recycling Centres. The role also contributes to business development, commercial performance and continuous improvement initiatives that enhance service outcomes, operational efficiency and the long-term sustainability of KWS.</p>			
Key Responsibilities	<p>Site and Staff Supervision</p> <ul style="list-style-type: none"> • Support the Manager to build and develop a collaborative, multidisciplinary and high-performing team through training, mentoring and multiskilling. • Supervise the Barretta and Bruny Island Waste and Recycling Centres, public place bin servicing program, site infrastructure and assets in accordance with Board policy and legislative requirements. • Oversee site works, maintenance and operational programs to deliver agreed outcomes on time and within budget. • Keep the KWS Manager informed of significant operational issues, plans and programs, and ensure customer complaints are addressed promptly and appropriately. • Identify, evaluate and implement opportunities to improve the commercial performance and growth of the Re-Use Shop and other KWS services, including new services, partnerships, revenue opportunities and resource recovery initiatives. • Lead continuous improvement using operational data, customer feedback and industry better practice to improve productivity, service quality and value for money. 			

	<p>Risk Management</p> <ul style="list-style-type: none"> • Ensure work health, safety and environmental risk management and processes are implemented across all site activities and contractor operations. • Implement regular hazard inspections, risk identification and remediation programs for site operations. • Ensure compliance to all relevant regulatory and legislative requirements in operating waste services. <p>Board Support</p> <ul style="list-style-type: none"> • Attend KWS Board meetings, present operational reports as required, and implement Board policies and decisions promptly and effectively. • Maintain effective and productive relationships with the KWS Manager, KWS Board, Kingborough Council as Trustee, key stakeholders and the community. <p>Other Duties</p> <ul style="list-style-type: none"> • Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.
Organisational Relationships	<p>Reports to: Manager of KWS</p> <p>Supervises: Site supervisors, Leading hand and up to 14 operational employees</p> <p>External Liaisons: Kingborough community, customers, contractors, consultants, government agencies and Kingborough Council employees.</p>
Code of Conduct	<p>KWS is committed to maintaining the highest standard in our dealings with the community and promoting equity and respecting diversity within the workplace. KWS's Code of Conduct for employees details the principles of good conduct and standards of behaviour that the Board of KWS has determined the community can reasonably expect employees to demonstrate in the performance of their duties and functions.</p>

Workplace Health and Safety	<p>KWS recognises the need for all staff to play a role in workplace occupational health and safety. The employee shall comply, so far as is practicable, with all relevant Workplace Health and Safety policies, procedures, legislation and good practice including:</p> <ul style="list-style-type: none"> • adhering to all safe working procedures. • adhering to WH&S and risk management policies. • taking reasonable care of themselves and others who may be affected by their actions. • ensuring due care is taken for any KWS property for which the officer is responsible. • taking due care to prevent property losses or damage.
Security of KWS Information	<p>Security of KWS commercial in confidence information viewed or accessed during the course of employment is not to be divulged to any person unless authorised to do so by the KWS Board.</p>
Customer Service	<p>KWS is committed to the provision of timely, efficient, consistent and quality customer service.</p>
Qualifications and Experience	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Significant experience in the waste management industry and demonstrated capacity to supervise a team of operational employees in delivering efficient waste services. • Competent technical knowledge of infrastructure, plant and operational requirements associated with the waste industry. • Well-developed oral and written communication, public engagement and customer service skills, with sound IT skills and experience in database management, relevant software applications and operational reporting. • Competent knowledge of work health and safety and risk management practices in the waste management industry and completion of a relevant qualification in risk assessment and incident investigation. • Good time management skills and the capacity to plan, organise and meet changing priorities and objectives.

	<ul style="list-style-type: none"> • Demonstrated experience in business improvement, service development or identifying and implementing commercial and operational opportunities. <p>Licenses</p> <ul style="list-style-type: none"> • Working Safety in the Construction Industry accreditation (White Card). • Current Driver's licence. • A current First Aid certificate or the ability to obtain. • Operate as Part of an Emergency Control Organisation (Warden training), or the ability to obtain. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Current Heavy Combination driver's licence • Skid Steer Loader licence/experience. • Licence to perform High Risk Work - Class: LF. <p>Note: it is a requirement of this role that you have current Tetanus and Hepatitis A and B vaccinations.</p>
Personal Attributes	<ul style="list-style-type: none"> • Strong commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for KWS through appropriate behaviour and attire. • Demonstrated willingness to participate in self development programs to enhance personal contribution to the company. • Ability to build and maintain co-operative relationships. • Highly motivated with the ability to work in a team environment.
Behavioural Skills	<ul style="list-style-type: none"> • The ability to build good relationships with stakeholders based on mutual respect and trust • The ability to implement and take ownership in process improvements in the site operations. • The ability to work with the KWS Manager and to demonstrate a commitment to the KWS values and expected behaviours.