

POSITION DESCRIPTION

POSITION TITLE	Coordinator Waste & Fleet
DIRECTORATE - SECTION	Infrastructure
LEVEL - EBA	9 - Salaried
RESPONSIBLE TO	Manager Waste, Fleet & Facilities

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

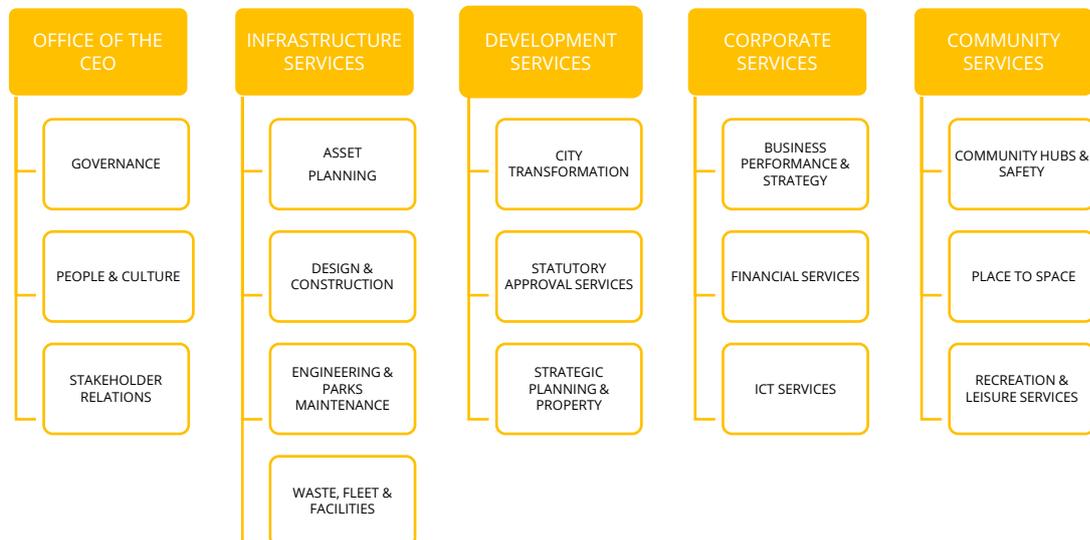
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- RESPECT** We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
- INTEGRITY** We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
- CARE** We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
- HONESTY** We communicate truthfully and openly building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Provide operational leadership to support the delivery or procurement of resource recovery and waste operations in the most environmentally sustainable, cost effective, efficient and safe manner, and the delivery of safe workshop services, coordinating Fleet and Plant. Overseeing the allocation of resources (staff) and delivery of work schedules to ensure satisfactory maintenance and maximum availability of the City's vehicle, plant and equipment. Provide expert advice and guidance to plant custodians/managers in plant-related issues.

This position will require attendance of activities and events outside of normal office hours on occasions.

KEY RESULT AREAS

ORGANISATIONAL SUPPORT

- Provide high-quality advice to the senior management group (Manager/Director/CEO) in a timely and professional manner.
- Prepare information briefing papers, reports, business plans and strategic documents.
- Provide support to the Manager.

CUSTOMER SERVICE

- Provide high-quality advice to all stakeholders in a timely and professional manner.
- Coordinate responses to customer enquiries and requests in accordance with the KPI targets.
- Research improvements in the industry and develop and implement improvement programs.
- Ensure the service delivery area maintains a high level of customer service across all activities and projects.
- Seek feedback and comments on service delivery across all activities and functions to improve stakeholder satisfaction.

STAFF MANAGEMENT

- Provide leadership to staff within the service delivery area to meet the core and aspirational values.
- Ensure staff are trained and developed and carry out work to a high standard.
- Provide mentoring and coaching to staff.
- Ensure compliance with all legislative requirements relating to staff, including IR, WHS, EEO.
- Ensure all staff-related documentation required for the proper administration of the Unit is completed accurately and on time. This includes but is not limited to time sheets, leave forms, incident reports, PES, position descriptions, staff performance, career development and Interplan.

BUDGET MANAGEMENT

- Understand budget and financial constraints of the organisation.
- Prepare forward programs and assist with the development of budget strategies.
- Develop zero-based budgets to support the delivery of activities to meet organisational goals.
- Manage budgets to ensure variances are within target and provide a monthly status report to the Manager.

ASSET MANAGEMENT

- Understand the role of asset management in the delivery of services to the community.
- Participate and engage with asset management staff to deliver activities and programs to deliver organisational goals and objectives.

RESOURCE RECOVERY AND WASTE

- Maximise resource recovery and reuse of disposed materials to minimise waste to landfill.
- Ensure the effective, efficient waste collection and disposal services for both residential and commercial customers by:
 - Deploying and reviewing resource recovery & waste processes
 - Maintaining and analysing systems and databases to ensure accurate reporting of resource recovery and waste operations
- Responsible for the development and supervision of staff within the Resource Recovery and Waste Service Area.
- Responsible for the effective administration of all contracts for Waste Services in accordance with the City's Contract Management Policies and Procedures
- Assist in developing and monitoring the annual Resource Recovery & Waste operational and capital budgets.
- Responsible for the deployment of community waste education and engagement plans for the City and to inform policies, education messages to influence community behavior.
- Work towards achieving the targets of the State Waste Strategy to 2030 and the City's Waste Plan when adopted.
- Ensure the Walliston Transfer Station is operated at all times in a safe manner whilst also meeting the requirements of a Solid Waste Depot Licence.

FLEET MANAGEMENT

- Manage the fleet whole of life operation including but not limited to:
 - Ensuring accurate and timely records are always kept
 - Development of replacement programs and maintenance/ service schedules
 - Vehicle, acquisition & disposal
- Manage fleet and equipment inventory to ensure accurate recording, valuation and insurance of the City's assets particularly minor plant and equipment
- Manage and maintain long term fleet and equipment utilisation, maintenance and operation costs to inform efficiency management reporting
- To be familiar with Council's light fleet provisions, the different categories of entitlement, Inspect and record condition / service history of private vehicle use
- To ensure compliance with legislated requirements in relation to the use of registered vehicles and plant and ensure that they are checked and/or serviced at a minimum of six (6) monthly intervals
- Work within the City's procurement rules and regulation in relation to the acquisition and disposal of plant and vehicles, including the preparation of Tender specifications
- Responsible for the effective administration of all contracts for Fleet/Stores Services in accordance with the City's Contract Management Policies and Procedures.

WORKPLACE HEALTH AND SAFETY

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Demonstrated recognised prior learning or the possession of or progress towards a management qualification or the willingness to undertake further formal study relevant to the position, i.e., Diploma or Degree in Waste Management, Advanced Diploma in Environmental Management.
- Current WA Construction Induction Card (CIC) 'White' Card.
- Current Police Clearance

SELECTION CRITERIA

1. Previous experience in best practice waste collection and disposal services and understand and be aware of waste management industry trends.
2. Demonstrate 5 years of experience in a supervisor position.
3. Proven skills in contract management, budget, grant application and acquittal, and project delivery.
4. Highly developed interpersonal skills including negotiation and conflict resolution and the ability to communicate with a wide range of stakeholders.
5. Demonstrated high level organisational and administration skills with the ability to handle confidential and sensitive matters appropriately.
6. Ability to establish effective working relationships and work collaboratively with internal and external stakeholders.
7. Proven ability to effectively manage time and resources to meet deadlines under competing priorities and ensure delivery of a high-level service to the community.
8. Highly developed written skills including the ability to undertake research, develop complex proposals, write technical and strategic documents and submissions, including policies and procedures.
9. Highly developed analytical and problem-solving skills, with the ability to exercise good judgement and initiative when required.
10. Ability to use personal computer applications and in particular the Microsoft Office suite of products.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia, 'HR' class desirable.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Waste, Fleet & Facility
DATE PD REVIEWED/APPROVED: 11 March 2026
