

POSITION DESCRIPTION

POSITION TITLE	Manager Waste, Fleet & Facilities
DIRECTORATE – BUSINESS UNIT	Infrastructure – Waste Fleet & Facilities
LEVEL - IA	Negotiated Contract
RESPONSIBLE TO	Director Infrastructure

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

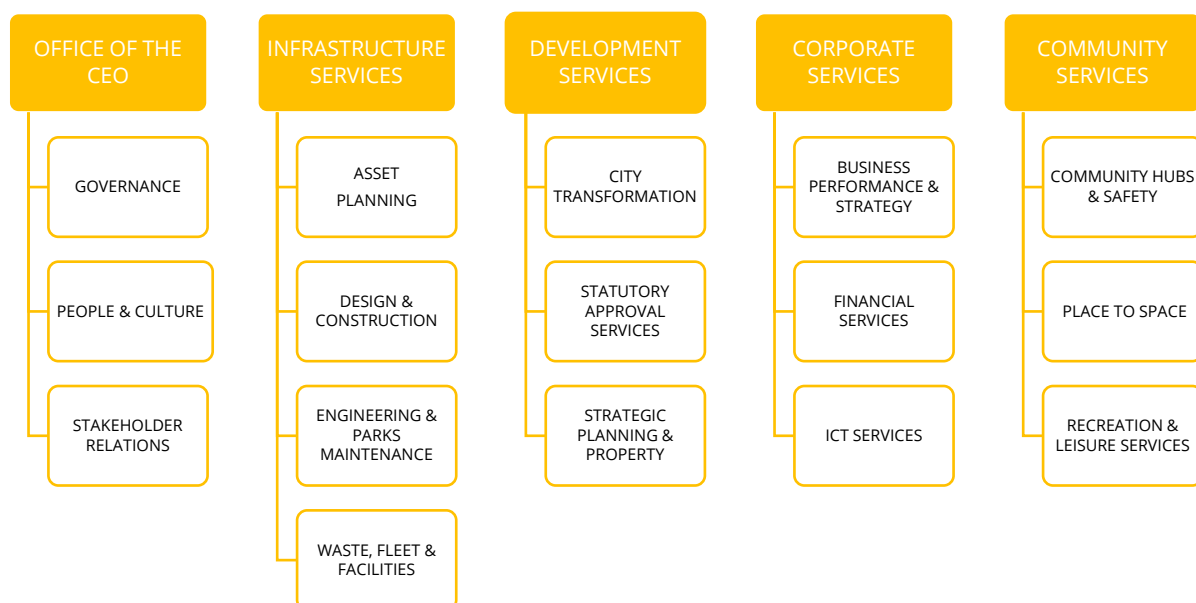
OUR SIMPLE GUIDING PRINCIPLES

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

OUR VALUES

SERVICE	Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
PROFESSIONALISM	Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
QUALITY	Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Ensure through contemporary management and leadership that the Fleet, Waste and Facilities Maintenance areas are administered strategically, effectively and efficiently.

These areas cover:

- Management and responsibility for all waste and recycling operations with a target of reducing landfill and increasing recycling in accordance with City Policies and Waste Management Plan.
- Management of the City's Resource Recovery Centre.
- Management of the City's Fleet ensuring lowest emissions and safety ratings are met in all instances following state and City procurement and delivery of services in line with City policy and provide resolution of any contractual issues that may arise from time to time.
- Supply team members with resolutions to variety of completed problems, lead a customer focused team to deliver safe and efficient Fleet and Waste Services across the City.
- Manage team goals and targets, develop the City's vehicle fleet, plant and equipment programs, maintain and operate a successful Workshops, Stores and depot including materials yards, ensuring customer needs are always met.
- Management of the City's Facilities Maintenance Teams.

KEY RESULT AREAS

EXECUTIVE (CEO AND DIRECTORS) SUPPORT

- Accurate and timely information and support is provided to ensure that adopted budgets, plans and strategies are implemented as best possible.
- Facilitate the flow of information between Elected Members and the CEO/Executive regarding matters within this business unit.
- Council (including Committees) and the Executive are fully and accurately informed and supported to ensure the best possible strategic and operational decisions are made; and initiatives and programs implemented, in relation to the infrastructure services directorate.

OPERATIONAL PLANNING & EXECUTION

- Effective operational business plans and service reviews (appropriately linked to relevant goals) within the City's strategic plan(s) are developed; implemented and regularly reviewed for the Waste Fleet and Facilities Maintenance Business Unit; including plans for each of the individual business unit areas.
- Through refinement of Waste, Fleet and Facilities Maintenance Strategy continual improvement is made moving from reactive to planned collection and maintenance activities.
- Annual operating budgets and assigned capital works budgets are effectively formulated and delivered.

CUSTOMER MANAGEMENT

- Recognising the operating environment and resource availability, ensure that the highest possible levels of community satisfaction and dispute resolution is delivered in line with the City's Customer Service Charter and business unit customer service requirements.

LEADERSHIP

- Staff are consistently provided with high quality dynamic; innovative and proactive leadership; guidance and support, including regular and constructive feedback about performance and development opportunities.
- Identification and mentoring of emerging future leaders within the business unit is seen as a core deliverable of the role.
- Is an effective member of the Infrastructure Services Leadership team.

BUSINESS PROCESS MANAGEMENT

- All mission-oriented and support business processes are continually reviewed and improved and are used to measure the effectiveness of the directorate and ensure that all products and services conform to customer requirements.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

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)

- As a minimum, a tertiary qualification relevant to the business or allied skills in the areas.
- Post graduate qualifications in project and or contract management or allied skill areas.
- Human Resources Training and/or Education or allied skilled.
- At least 5 years' experience at Manager/Coordinator or higher level within Western Australian Local Governments where you managed significant number of staff.

SELECTION CRITERIA

1. Achieves results

Supporting organisational sustainability and driving the change agenda within a sensitive, complex, and high-profile organisation. Fostering a quality focus in the provision of maintenance services. Allocating resources, organisational planning and managing physical and financial assets.

2. Builds productive relationships

Building, nurturing, and sustaining internal and external relationships to drive a continual improvement and opportunities agenda within a complex and high-profile organisation.

3. Exemplifies personal integrity and self-awareness

Acting decisively with significant personal integrity, honesty, and high ethical standards and as a role model for leadership by consistently raising critical and difficult issues. Retaining a focus on the end goal and overcoming significant barriers and obstacles such as negative mindsets.

4. Communicates and influences effectively

Negotiating persuasively, presenting a convincing and balanced rationale while focusing on the desired objectives and outcomes. Identifying key stakeholders and engaging their support. Promoting an understanding of policies, processes, and objectives.

5. Demonstrates Emotional Intelligence

Recognising the variety of staff within the Unit each have their own personal styles of working with others be able to as best possible provide a workforce that can get along using a wide toolbox of management and leadership skills.

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.

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.