



POSITION DESCRIPTION

POSITION TITLE	Waste Technical Project Officer
DIRECTORATE - SECTION	Infrastructure Services – Waste, Fleet & Facility Services
LEVEL - EBA	7 INDOOR EBA
RESPONSIBLE TO	Coordinator Waste & Fleet Services

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

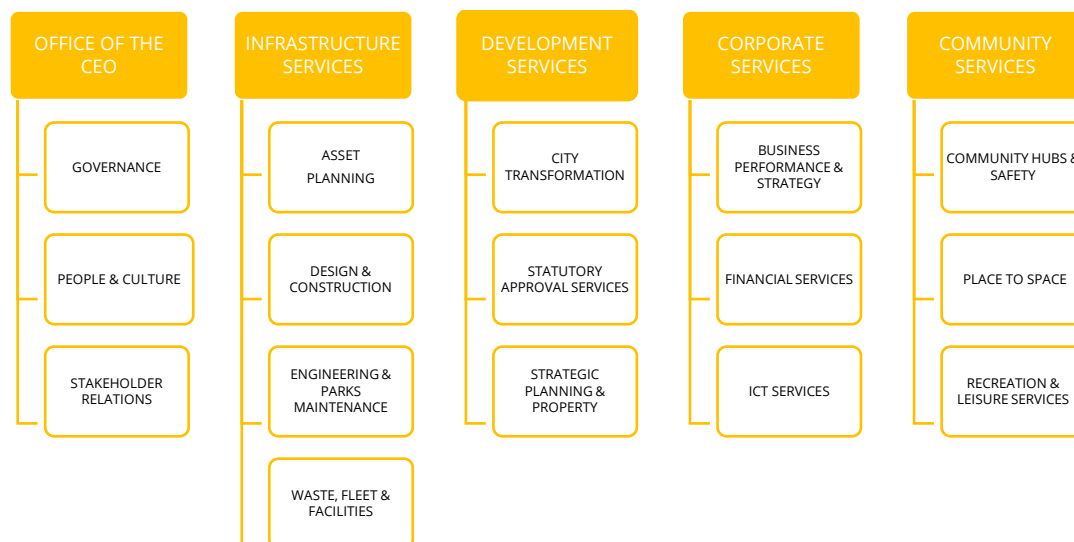
OUR SIMPLE GUIDING PRINCIPLES

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



REVIEWED BY: Coordinator Waste Services

DATE PD REVIEWED/APPROVED: 14 October 2025

THE OVERALL OBJECTIVE OF THIS POSITION

To support the Waste Team across a range of strategic and operational projects, with a particular focus on developing and implementing commercial waste initiatives, improving operational efficiency, and contributing to the City's Waste Management Plan (WMP) and Waste Local Law objectives.

KEY RESULT AREAS

ORGANISATION SUPPORT

- Contribute to the development and implementation of the City's new Waste Plan in alignment with the State Waste Strategy 2030.
- Support the preparation and implementation of a Waste Local Law to strengthen governance and compliance.
- Budget and expenditure forecasting to maximise resources. Work with local clubs, community groups, and associations to transition to commercial waste rates.
- Develop and deliver Waste Transfer Station (WTS) improvement plans, including infrastructure, safety, and service enhancements.
- Identify opportunities to increase recycling and resale revenue from resources at the Walliston Transfer Station.
- Preparation of tenders, quotes, and contract documentation for waste-related projects and services.
- Monitor and analyse waste tonnages, contamination rates, service data and disposal trends to identify opportunities for strategic improvement and increased resource recovery.
- Review contract data, invoices, weighbridge records and service reports to verify accuracy and compliance with contractual requirements. Investigate and progress revenue opportunities such as advertising, sponsorship, and other commercial waste programs.
- Conduct waste stream audits to ensure compliance with collection, recycling, and contamination standards.
- Support delivery of strategic projects such as NatSales, WMP implementation, and other initiatives that have previously lacked dedicated resources.
- Provide technical and project support to the Coordinator Waste & Fleet Services as required.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

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TRAINING/QUALIFICATION(S)

- Relevant qualification and/or equivalent experience in waste management, environmental science, project management, or local government operations.
- Current C class driver's licence.
- Ongoing professional development in project management, waste operations, or related disciplines will be supported and encouraged.

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- Demonstrated experience in waste management, environmental services, or related technical roles.
- Experienced in preparing tenders and contract management.
- Strong analytical, organisational, and reporting skills, with the ability to manage multiple priorities.
- Proven ability to engage and communicate effectively with internal and external stakeholders.
- Sound understanding of waste legislation, State Waste Strategy 2030, and WALGA guidelines.
- Experience in commercial waste service development, FOGO operations, or transfer station management.
- Demonstrated commitment to continuous improvement and innovation in waste management practices.

DESIRABLE KNOWLEDGE/SKILLS CRITERIA

- Diploma of Project Management (or progress toward completion).
- Familiarity with local government systems such as Synergy, GIS, Tech1 and SharePoint.
- Knowledge of waste auditing, procurement, and contractor performance management.
- Knowledge of relevant waste and environmental legislation regulations and Local Government requirements.

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

- Possession of a current C class driver's licence

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.

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