

POSITION DESCRIPTION

Position Title:	Waste Services Administrator
Position Number:	11039
Directorate:	Strategic Projects & Infrastructure
Reports to:	Waste Services Senior Administration Officer
Department:	Waste, Fleet and Depot
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 3

1. POSITION OVERVIEW

The Waste Services Administrator is responsible for providing general and contract administrative support to Waste Services, Fleet, Depot and Sanitation

1.1. Position Objectives

- Assist with the management and planning for the provision of Waste Services, Fleet, Depot and Sanitation contract works.
- Assist with contract implementation and execution processes.
- Facilitate contract administration including scheduling meetings, preparing agendas, minutes and correspondence and follow up outstanding issues where applicable.
- Provide administrative support to Waste Services, Fleet, Depot and Sanitation including the Litter Initiative Program.
- Assist with implementation of the City's Waste Education Programs.

2. DUTIES & RESPONSIBILITIES

2.1 Administration and Finance

- Provide administrative support to the Waste Services, Fleet, Depot and Sanitation team as required.
- Provide customer service including reception and telephone enquiries as required.
- Organise, setup and minute meetings.
- Document management using appropriate organisational systems.
- Process and monitor payments of invoices.
- Provide administration support for the City's Litter Initiatives Program and assist with the development and delivery of new projects.
- Assist/liase with Operations Coordinator and the Waste Collection Contractor to implement the City's Waste Education Programs.
- Assist/liase with Managers, Coordinators and Supervisors as required.

2.2 Procurement and Contract Administration

- Assist with the coordination, management and planning for the provision of contract work.
- Assist in preparation and distribution of tender documentation.
- Administer the tender evaluation process, including receiving and distributing submissions to the panel.
- Preparation of contract documentation including Agreements and Purchase Orders.
- Liaise with external consultants and contractors to ensure that communication channels are effective, and that information is provided, and tasks are completed in a timely manner
- Develop and maintain action lists and follow up items to ensure that tasks are completed on time

- Monitor Contractors reporting and invoicing to ensure deadlines are met and charges received accurately reflect contract submissions
- Administer contract variations.

2.3 Health and Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works under general supervision of the Waste Services Senior Administration Officer
- Works in accordance with approved Council's policies, procedures and guidelines

3.2 Judgement and Problem Solving

- Ability to exercise limited judgement to problem solve by using guidance found in established processes, procedures, precedents, and guidelines.

3.3 Specialist Knowledge and Skills

- Good numeracy and literacy skills.
- Developed keyboard and computer skills with a good working knowledge of Microsoft Word and Excel
- Working knowledge of the local area.

3.4 Interpersonal Skills

- Developing numeracy, written and verbal communication skills relevant to the work area
- Ability to manage time effectively to ensure duties are carried out to the required standard
- Demonstrated customer service skills with experience in a similar administration position including minor cash handling, reception and word processing duties.
- Sound communication and public relations skills.

3.5 Qualifications and Experience

- Previous experience with local government or experience in waste management is desirable
- Previous experience with contract administration and community waste education will be an advantage
- Current C class driver's licence
- Current National Police Clearance (no more than 6 months old)