



**Infrastructure Cook Islands  
GOVERNMENT OF THE COOK ISLANDS**

PO Box 102 Rarotonga Cook Islands Phone (682) 20321 www.ici.gov.ck

**POSITION SUMMARY**

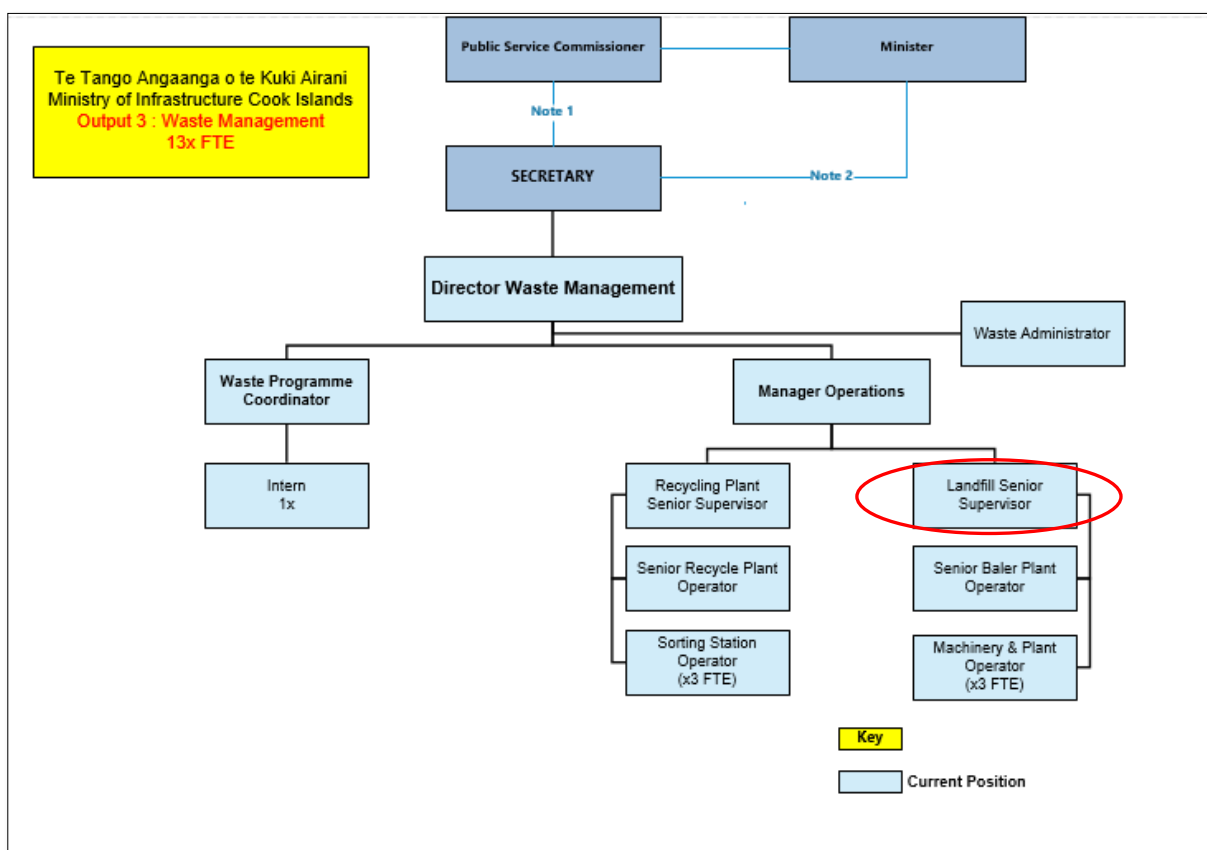
<b>Job Title:</b>	Landfill Supervisor
<b>Division:</b>	Waste Management
<b>Responsible To:</b>	Senior Supervisor Operations
<b>Responsible For:</b>	4 x FTE
<b>Job Purpose:</b>	Supervise and lead the daily operation and maintenance of the Landfill Plant Machinery and assist with the day to day operation of the Rarotonga Waste Facility (RWF)
<b>Job Classification:</b>	Service Delivery
<b>Job Band:</b>	F
<b>Date updated:</b>	April 2020

**AGENCY VISION**

The Ministry strives to enrich our communities through quality infrastructure development. To achieve this ICI's goals are to:

- Ensure that we deliver on our core public services.
- Deliver well planned, quality infrastructure.
- Effectively management waste.
- Deliver optimal outcomes for the Cook Islands through our people, network, systems and services.

**ORGANISATIONAL STAFFING STRUCTURE**



## KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p><b>KRA 1: Supervise and monitor the operation of the baler machine</b></p> <ul style="list-style-type: none"> <li>Supervise the machinery and plant operators and ensure they are trained</li> <li>Maintain safety standards for the operators</li> <li>Supervise the recording of bales of refuse and recyclables</li> <li>Supervise the recording of strapping bands</li> </ul>	<ul style="list-style-type: none"> <li>Machinery and plant operators are trained</li> <li>Operators have relevant safety gear at all times</li> <li>Safe and healthy working conditions are maintained</li> <li>Bales of refuse and recyclables are recorded on a daily basis</li> <li>Strapping bands are available at all times</li> <li>Disruption to the daily operating of the baler is minimised</li> </ul>
<p><b>KRA 2: Maintenance Heavy Plant Machinery</b></p> <ul style="list-style-type: none"> <li>Complete routine inspections which include pre-start checklists on heavy machinery</li> <li>Service heavy machinery when required</li> <li>Ensure the heavy machinery are maintained and operating</li> </ul>	<ul style="list-style-type: none"> <li>Heavy machinery is in excellent and safe working condition at all times</li> <li>Effective and regular checks on heavy machinery to ensure safe usage/operation</li> <li>Effective maintenance to the heavy machinery conducted when required</li> </ul>
<p><b>KRA 3: Daily operations of the RWF</b></p> <ul style="list-style-type: none"> <li>Manage and assist with the recording of health issues and hazards in register</li> <li>Manage and assist with the maintenance of machinery and plant equipment</li> <li>Manage and assist with the sorting of rubbish and recyclables</li> <li>Manage and assist with the training of staff to operate equipment</li> </ul>	<ul style="list-style-type: none"> <li>Safe and well equipped site office, staff amenities and working environment</li> <li>Health hazards and issues are minimised</li> <li>All rubbish and recyclables are received and sorted in their appropriate established areas</li> <li>Machinery and equipment are well serviced and in good working condition</li> <li>Staff are well trained and qualified to operate equipment</li> </ul>
<p><b>KRA 4: Leadership and Direction</b></p> <ul style="list-style-type: none"> <li>Provide supportive leadership to staff</li> <li>Develop staff knowledge and skills</li> <li>Foster an organisational culture that achieves ICI goals and ensures customer value</li> </ul>	<ul style="list-style-type: none"> <li>Engaged staff to achieve ICI shared goals and outputs</li> <li>Positive feedback from staff</li> <li>Staff are supported with their career pathways and leadership development as required</li> </ul>
<p><b>KRA 5: Self-Management and Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>Demonstrate self-management and continuous improvement in work performance and personal development</li> <li>Identify and manage critical issues and risks and ensure they are effectively addressed</li> </ul>	<ul style="list-style-type: none"> <li>Personal development and continuous improvement in work performance is evident</li> <li>Critical issues and risks are identified and managed</li> </ul>

## WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Preventing health hazards to RWF staff in view of the nature and working conditions at the facility
2	Staff consistently dressed in health and safety gear
3	Sorting through rubbish

## AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. *(Explain the authority if any)*

<b>Financial</b>	No
<b>Staff</b>	Yes - Responsible for daily supervision and performance management of staff
<b>Contractual</b>	No

## FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

<b>Internal</b>	<b>Nature of Contact</b>	<b>External</b>	<b>Nature of Contact</b>
Operations Manager	<b>Heavy</b> Supplying data and reporting issues	National Environment Service (NES) Ministry of Health	<b>Minimal</b> Environmental and health issues
Other RWF staff members	<b>Heavy</b> Daily tasks	Private Collection and Disposal Contractors for Solid and Liquid Wastes Recycling Contractors	<b>Routine</b> Supervising and monitoring the services of the Contractors
Director and other Waste Management staff	<b>Medium</b> Attend meetings as requested	Outer Island Councils Schools	<b>Minimal</b> Waste management education programmes

## QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

<b>Essential:</b> (least qualification to be competent)	<b>Desirable:</b> (other qualifications for job)
National Certificate Level 5 in relevant field	As per essential

## EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

<b>Essential:</b> (least number of years to be competent)	<b>Desirable:</b> (target number of years you are looking for)
5-6 years technical experience	As per essential with some supervisory experience

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

<b>Level of ability required for the job</b>	
<b>Expert</b>	<ul style="list-style-type: none"> <li>• Heavy Plant Operations experience</li> <li>• Health and Occupational Safety understanding</li> <li>• First Aid advance and current certification</li> <li>• Operator's supervision and ability to train new operators</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Able to think on one's feet and has a sound sense of judgement</li> <li>• Identifies opportunities for innovation and improvement</li> <li>• Proven ability in collating factual information and producing reports</li> </ul>

	<ul style="list-style-type: none"> <li>• Proven reliability and accountability</li> <li>• Ability to work both independently and cooperatively</li> <li>• Sound judgement, integrity and an ability to handle confidential and sensitive information</li> <li>• High levels of initiative and creativity</li> <li>• High level of accuracy</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• Computer Literate</li> <li>• Ability to communicate effectively through oral and written</li> <li>• Work programming and ability to prioritise work to suit weather conditions, and ensuring sufficient resources and man power to carry out the task at hand in all situations</li> </ul>

### CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

**Approved:**

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HoM/Manager

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date