



TaurangaCity

Job description

Title	Waste Services Officer – Public Spaces
Number	100649
Group	Operations and Infrastructure
Division	City Operations
Reports to	Team Leader: Waste Operations and Compliance
Direct reports	N/A
Date	August 2025

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to support the delivery of effective waste management services across Tauranga, with a focus on litter bin servicing, litter control, illegal dumping response, and asset management. This role contributes directly to a cleaner, safer, and more vibrant city, reflecting our commitment to making Tauranga better.

Key outcomes

Efficient litter bin servicing and asset management	<ul style="list-style-type: none">• Public litter bins are proactively monitored, and maintenance/replacement scheduled where required, ensuring a clean and welcoming environment.• Asset data such as condition assessments, informs planning, budgeting and servicing improvements• Litter bin assets are accurately recorded in Councils systems.• Site inspections and audits of contracted waste services are regularly conducted and documented in Council's systems.
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	<ul style="list-style-type: none"> Bin placement is optimized based on community needs and usage data. Issues such as damage or overflow are addressed in line with contracted timeframes. Non-compliance issues are escalated to the Senior Waste Contracts and Relationships Manager.
Reduction in litter across public spaces.	<ul style="list-style-type: none"> Litter hotspots are identified and addressed through contractor and/or community group coordination. Clean public spaces support community pride and wellbeing. Education and engagement initiatives promote responsible waste behavior.
Timely and effective response to illegal dumping	<ul style="list-style-type: none"> Illegal dumping reports are triaged and allocated accordingly based on level of evidence provided. Illegal dumping is removed where required in line with contracted response times. Enforcement actions are supported in collaboration with Bylaws team. Data is used to inform prevention strategies and improve services.
Positive Stakeholder and Community Engagement	<ul style="list-style-type: none"> Contractors, internal teams, and community groups are engaged respectfully and effectively. Public enquiries and complaints are resolved with care and professionalism. Waste minimisation and environmental initiatives are actively promoted.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
<ul style="list-style-type: none"> Tertiary qualification in the Waste Operations, Environmental Management, or Contract Management fields 3 years plus experience in waste operations, environmental services or a related field. Strong organisational and problem-solving skills. Advanced skills with MS Office suite and a proven ability to pick up new systems and software. Ability to work independently and manage multiple priorities.

- Effective communication and interpersonal skills and the ability to manage sensitive customer relationships.
- Current full NZ driver's licence.
- Adaptability to fill in for other team members at times.

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WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections