



**Tauranga**City

## Job description

<b>Title</b>	Waste Compliance Officer
<b>Number</b>	103269
<b>Group</b>	Operations and Infrastructure
<b>Division</b>	City Operations
<b>Reports to</b>	Team Leader: Waste Operations and Compliance
<b>Direct reports</b>	N/A
<b>Date</b>	12/08/2025

### 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 ensure closed landfills and waste facilities operate in compliance with environmental regulations and council policies, while actively contributing to the minimisation of environmental and community impacts. The role supports the protection of public health and the environment through effective field monitoring, reporting, response and continuous improvement.

The role also supports day to day management of reactive waste services and infrastructure such as community complaints eg odour issues or safety issues and provides support to the Senior Waste Operations Specialist with remediation and maintenance projects.

The Waste and Compliance Team plays an integral part for our community ensuring our waste management services and facilities have minimal impact on the environment and meet the needs of the community.

## Key outcomes

<p><b>TCC waste assets are routinely monitored to ensure safety and environmental compliance.</b></p>	<ul style="list-style-type: none"> <li>• Ensure monitoring and reporting requirements in resource consent conditions are always compliant.</li> <li>• Non-compliance issues / trends that could cause future compliance problems notified to Senior Waste Operations Specialist and Team Leader.</li> <li>• Outcomes from trend investigations inform annual plan and Long-Term Plan waste management decisions.</li> <li>• Monthly Health and Safety service and facility audits across core sites eg. Te Maunga Transfer Station, Maleme Street Transfer Station, Te Maunga Material Recovery Facility.</li> <li>• Asset condition assessments are regularly undertaken and up to date.</li> <li>• Sites are always clean and safe.</li> </ul>
<p><b>Waste facility impacts (gases, odours, discharges) are effectively monitored and reported ensuring best outcomes for the environment and community.</b></p>	<ul style="list-style-type: none"> <li>• Provide advice on environmental matters particularly in relation to water quality and air discharge of closed landfills and other waste facilities.</li> <li>• Air and water quality and is routinely sampled in the field, analysed and reported to regulatory bodies eg BOPRC, using approved processes and systems.</li> <li>• Environmental monitoring is undertaken in accordance with best practice, and emerging technologies and best practices are evaluated and incorporated into compliance strategies where appropriate.</li> <li>• Accurate and timely compliance reports are produced, with clear documentation of site conditions, monitoring results and analysis.</li> <li>• Affected parties such as the community, iwi/ hapu, and BOPRC are proactively informed of compliance status and environmental performance.</li> <li>• Public enquiries and complaints are addressed promptly and professionally, with appropriate follow up and resolution.</li> </ul>
<p><b>Project support to waste services is proactive, innovative and thorough.</b></p>	<ul style="list-style-type: none"> <li>• Provide generalist support to the broader waste operations team on any projects and reactive work.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support the Senior Waste Operations Specialist in the delivery of remediation and improvement projects at waste facilities.</li> <li>• Apply a continuous improvement mindset to everything you do.</li> <li>• Lead the connection between the City Operations Team and Waste Operations Team in regard to maintenance of assets. This includes: vegetation maintenance, pest plant management, fencing, stormwater vegetation upkeep, drain maintenance and walkways.</li> </ul>
<b>Professional relationships are developed, maintained and leveraged to achieve business goals.</b>	<ul style="list-style-type: none"> <li>• Professional working relationships are maintained with partners and stakeholders.</li> <li>• Free flow of information relating to closed landfill discharges eg. TCC Waters Team.</li> <li>• Communications with key stakeholders are delivered in an appropriate manner that reflects the needs of varying audiences.</li> <li>• Keep up to date with new methodologies, innovations and changes in the environmental science field.</li> </ul>

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

<b>Essential</b>
<ul style="list-style-type: none"> <li>• Tertiary qualification in the Environmental Science, Environmental Engineering or Chemistry fields.</li> <li>• 3 years plus experience in resource consent compliance monitoring, analysis and reporting, including field work collecting samples.</li> <li>• Current full clean Drivers Licence.</li> <li>• Excellent analytical, reporting, and communication skills.</li> <li>• Knowledge of all relevant legislation including the Resource Management Act, Waste Management Act, National Environmental Standards (Freshwater), Health and Safety at Work Act.</li> <li>• Used to adhering to strict health and safety standards and protocols.</li> <li>• Advanced skills with MS Office suite and a proven ability to pick up new systems and software.</li> <li>• A natural customer focus.</li> <li>• Adaptability to fill in for other team members at times.</li> </ul>

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# Here to make Tauranga better



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