

# Job description

<b>Title</b>	Trade Waste Specialist
<b>Number</b>	3CW268; 100626/561
<b>Group</b>	Operations & Infrastructure
<b>Division</b>	City Waters
<b>Reports to</b>	Environmental Programme Leader
<b>Direct reports</b>	N/A
<b>Date</b>	01/03/2022

## 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, Matauranga Māori and our partnership with tangata whenua.

## Job purpose

The primary purpose of this role is to manage the potential environmental harm through implementing Tauranga City Council's Trade Waste Bylaw by.

## Key outcomes

<b>The Trade Waste Bylaw and the Local Government Act is complied with across the city.</b>	<ul style="list-style-type: none"> <li>• Undertake the inspections and monitor of premises which discharge trade waste to the wastewater system.</li> <li>• Encourage and advise customers to implement better environmental solutions for water consumption and discharges.</li> <li>• Ensure non-compliance with license conditions are acted on promptly.</li> <li>• Ensure enforcement of bylaw conditions is managed when illegal discharges are detected.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ensure building consent and PIM applications are processed on time.</li> <li>• Ensure annual audit and discharge testing are undertaken.</li> <li>• Any change of use at premises is well managed and captured as part of the trade waste application variation process.</li> </ul>
<b>Efficient Management of Trade Waste Licensing.</b>	<ul style="list-style-type: none"> <li>• Ensure new processes for online management of trade waste applications are implemented.</li> <li>• Customers are supported through application processes.</li> <li>• Discharge costs are captured via accurate business reporting and processes.</li> <li>• Coordinate the collection of data to enable the calculation of charges.</li> <li>• Support Finance Team with accruals processes.</li> </ul>
<b>Professional relationships are developed, maintained and leveraged to achieve business goals.</b>	<ul style="list-style-type: none"> <li>• Manage customer interactions around trade waste education and responding to and investigating discharge incidents caused by inappropriate discharge practices.</li> <li>• Ensure successful consultation with stakeholders results in commercial applications being well managed.</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>• Bachelor of Science or equivalent role demonstrating scientific specialization.</li> <li>• 5 years' wastewater (trade waste) industry experience (knowledge of wastewater infrastructure works, functions and operation).</li> </ul>

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## 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