



**Tauranga**City

## Job description

<b>Title</b>	Senior Waste Operations Specialist
<b>Number</b>	3RR218
<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>	4 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 lead the day-to-day operation and long-term planning of Tauranga City Council's waste facilities and associated assets — including transfer stations, material recovery facilities (MRFs), and closed landfills. This role ensures waste facilities are safe, compliant, well-maintained, and responsive to community and environmental needs.

The role is also responsible for managing the Council's resource consents for operational and closed waste facilities. It ensures compliance with consent conditions, oversees environmental monitoring, and leads planning for future consenting requirements. As a subject matter expert, the position provides technical guidance, mentoring, and support across the Waste Operations & Compliance Team and wider waste programme.

## Key outcomes

<p><b>Effective delivery and management of waste assets ensuring they are operational, well maintained and meet the needs of the community.</b></p>	<ul style="list-style-type: none"> <li>• Lead the day to day management of the waste facilities (Te Maunga, Maleme Street, Goodwood, MRF) including leases, signage, access, health and safety and contractor performance.</li> <li>• Ensure contractor non-compliance is reported to the Senior Waste Contracts and Relationship Manager.</li> <li>• Work collaboratively with the Asset Planning Team to review and improve the Waste Asset Management Plan, including Long Term Plan and Annual Plan budget planning.</li> <li>• Develop and manage planned and reactive asset maintenance, capital upgrade and renewal programmes, researching and incorporating improvement projects delivering best value for money and alignment with the Asset Management Plan.</li> <li>• Ensure issues are responded to effectively and efficiently. Keep all relevant stakeholders up to date so there are 'no surprises'.</li> <li>• All data and asset management systems are kept up to date, ensuring accurate projections for long term planning.</li> <li>• Ensure relevant plans accurately reflect waste asset requirements, such as the Infrastructure Development Code.</li> <li>• Contribute to requirements and procurement for future waste infrastructure.</li> <li>• Ensure safe and smooth operations through proactive identification and resolution of issues and regular site visits.</li> <li>• Council's Project Management guidelines and requirements are adhered to.</li> </ul>
<p><b>Effective consent and environmental quality compliance management.</b></p>	<ul style="list-style-type: none"> <li>• Monthly reporting is provided to Team Leader.</li> <li>• Ensure DAMSTRA is up to date with incidents and near misses.</li> <li>• Ensure closed landfills are compliant with consent conditions, striving for best practice, and any issues are addressed promptly.</li> <li>• Ensure all operational and closed landfill consents are actively monitored, with issues identified early and managed in a timely manner.</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee deliverables for consent compliance, including sampling, reporting, remediation projects, and maintenance tasks.</li> <li>• Coordinate forward planning for re-consenting of closed landfills, including engagement with iwi, regulators and technical specialists.</li> <li>• Maintain strong working relationships with Bay of Plenty Regional Council and other regulatory agencies.</li> </ul>
<b>Subject Matter Expertise is proactively shared which leads to improved decision making.</b>	<ul style="list-style-type: none"> <li>• Provide technical advice and research on environmental impacts, landfill discharges, and infrastructure performance.</li> <li>• Mentor team members on waste facility operations, asset planning, and compliance, building broader team capability.</li> <li>• Advise the Waste team and other internal teams on best practice waste asset and consent management, in line with Asset Management Plan and Infrastructure Development Code.</li> <li>• Lead reviews and strategic assessments to ensure projects are scoped well, meet operational requirements, and achieve fit for purpose outcomes.</li> <li>• Actively share lessons learned and champion improvement in systems, processes, and asset knowledge.</li> </ul>
<b>Strong relationships are built and maintained to support delivery and continuous improvement.</b>	<ul style="list-style-type: none"> <li>• Build and maintain effective relationships with key stakeholders, including contractors, consultants, iwi partners, internal Council teams, and external agencies.</li> <li>• Proactively engage with the sector to stay up to date on national policy, trends, and innovations in waste operations and compliance.</li> <li>• Represent TCC at regional forums and technical groups as required, contributing to best practice and sector collaboration.</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

Essential
<ul style="list-style-type: none"><li>• A degree qualification in Environmental Science or Environmental Engineering</li><li>• 5 – 10 years post- graduate work experience including significant resource consent management</li><li>• Proven experience in contract, supplier, and relationship management</li><li>• Significant asset management experience ideally with transfer stations and closed landfills</li><li>• Knowledge of relevant legislation including: Waste Management Act, Resource Management Act 1991, National Environmental Standards</li><li>• Strong project management capability</li><li>• Current Full Drivers License</li><li>• Exceptional problem solving ability</li><li>• Strong communication skills both written and verbal</li></ul>

# 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