



SUVA CITY COUNCIL

VACANCIES

The Suva City Council is seeking to recruit dynamic, resourceful and performance oriented person for the vacant position of **GARBAGE AND REFUSE SUPERVISOR (Health Depot Supervisor)**

The position reports to Director Health services through Senior Health Inspector (Operations) and is based at the Council's Health Services Depot in, Samabula.

POSITION PURPOSE:

To ensure that solid waste collection, transportation and disposal service, Public Conveniences, Gully Emptier Services, Skip Bin services are carried out productively & efficiently and in compliance with SOPs, OHS, Council policies and legislations.

KEY RESPONSIBILITIES:

- Attend to complaints from ratepayers, residents and public, etc. in regards to solid waste collection, Gully Emptier Services, Public Convenience Services, etc.
- Maintain safe and healthy work environment by adhering to standards operating procedures, OHS compliance, and other statutory requirements.
- Responsible for inventory of stock item from stores.
- Responsible for collection and depositing of revenue received from user-pay public convenience.
- Manage & control substantially large team of unskilled workforce, allocate day-to-day duties, attend to OHS issues, workers grievances; etc.
- Required to supervise work flow at odd hours, weekend, public holidays, adverse weather conditions, natural disasters, and be available after hours, stand-by for emergency situations for smooth operation of essential service delivery.

QUALIFICATION

Applicants must possess a Diploma in Environment Health or equivalent from a recognized tertiary institute, with a combination of education and experience in areas of Environment Health, solid waste management, fleet management, OHS and workforce management with 7 to 8 years' experience in a similar field including good supervisory role. Must possess a valid Group 2 driving license preferably group 6 would be an advantage.

Knowledge and Experience

- Experience in field of solid waste management, including recycling, composting, 3R, etc.
- Knowledge of Public Health & Environment, Garbage Disposal By-Laws, Occupational Health and Safety.
- Have a good level of communication and leadership skills, ability to develop effective working relationships with work colleagues and the general public
- Knowledge of other language apart from English and report writing skills.
- General knowledge of the geographical layout of the City including streets
- Knowledge of large truck fleet operation and maintenance including specialized garbage compactor trucks

Salary would be in **Grade 6** of the Council's salary scale i.e. **\$34,522 - \$41,426 per annum**.

This is a 3 year contract position and the contract period may be renewed subject to performance.

Written applications for the above positions **must include certified copies of educational qualifications**, work experience and a detailed curriculum vitae, references, with names of two (2) persons as referees should be forwarded to the Acting Chief Executive Officer, Suva City Council, PO Box 176, Suva or send it by e-mail at hr_recruits@scc.org.fj no later than **4.15pm on Monday, 22nd January 2018**.

(Bijay Chand)

Acting Chief Executive Officer