

Job Profile

General Manager: Landfills



JOB INFORMATION SUMMARY

JOB TITLE:	General Manager: Landfills
REPORTS TO:	Chief Operations Officer
JOB GRADE:	E1/TASK Level 19
OCCUPATIONAL LEVEL	Senior Management
FUNCTIONAL AREA:	Operations
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Head Office/ Landfills

Role Purpose

The General Manager: Landfill, reporting to the COO, plans, directs and manages landfill operations for Pikitup. This entails developing a comprehensive technical and engineering support service regarding the disposal function of Pikitup, including ensuring conformance and compliance of the operations of the disposal function to the prevailing waste disposal requirements, legislation and service standards.

Role Requirement

Essence of the role/Key Accountabilities	Key Activities
<p>a) Design and execution of a comprehensive technical and engineering support service to the disposal function</p>	<ul style="list-style-type: none"> • Comply with and assist with the design of a comprehensive technical and engineering support service to the disposal function of Pikitup, to ensure the conformance and compliance of the operations of the disposal function to the prevailing waste disposal requirements, legislation and service standards; • Assist with compiling tender specifications for consultancy services and construction activities to be undertaken within the waste disposal function. Initiate admin and hand over Capex project to Capital Planning for execution; • Monitor all civil construction works on any active or closed disposal sites, or processing works by supervising quality control for all civil and related works undertaken; • Carry out the necessary planning in consultation with the relevant consultants for projects to be carried out by compiling design drawings, providing budgets for projects and performing all appropriate project management duties to ensure success of projects; • Take responsibility and accountability for projects from inception to completion; • Assist with the short, medium and long term planning of disposal operations, end-use plans, site closures, new sites, surveying, sites development, monitoring, remedial work and related projects; • Maintain and update all surveying data in order to track airspace depletion;

Role Requirement	
Essence of the role/Key Accountabilities	Key Activities
	<ul style="list-style-type: none"> • Maintain and update site plans; • Involved in the acquisition of site operating permits, closure permits, etc. by liaising with relevant authorities when necessary; • Liaise and interact with respective internal units within Pikitup, government departments, consultants, contractors, personnel, etc. with regards to the functioning of the disposal unit in a sustainable manner.
b) Initiation and managing of operational and capital projects	<ul style="list-style-type: none"> • Administer financial control over the area of control in accordance with the policies and procedures of the Pikitup finance department; • Ensure that budgets are complied with, by comparing budgets approved vs. budgets not exceeded for both operating and capital projects; • Administer project programmes to ensure that projects are completed on scheduled time frames.
c) Coordination of disposal operations	<ul style="list-style-type: none"> • Coordinate overall disposal operations focussing on landfills, material recycling facilities, compost plant and transfer stations; • Coordinate operations meetings with Regional Managers; • Strategically ensure availability of all key operational equipment and resources.
d) Environmental Compliance	<ul style="list-style-type: none"> • Ensure environmental compliance of landfill, material recycling facilities and compost plant; • Acquire all necessary permits; • Ensure that Environmental Committee meetings take place; • Ensure internal and external environmental audits are undertaken; • Ensure compliance to permit conditions; • Ensure the development of waste disposal facilities are in line with prevailing or regulating requirements; • Ensure proper closure, rehabilitation and monitoring of closed waste disposal facilities.
e) Sustainable operating budget control	<ul style="list-style-type: none"> • Ensure sustainable operational budgets (planning and budgeting); Assist the Chief Operation Officer to control and monitor expenditure.
f) Planning development and maintenance of waste disposal	<ul style="list-style-type: none"> • Oversee overall planning and maintenance of development of waste disposal facility; • Ensure availability of Capex budget to development; • Plan to ensure necessary Capex budgeting; • Control and monitor expenditure in conjunction with relevant department
g) HR Management	<ul style="list-style-type: none"> • Implement and maintain the biometric system; • Manage employee relations at the landfill; • Implement performance Management; • Implement skills development programmes; • Manage disciplinary and grievance backlogs; • Attend to long standing acting agreements; • Carryout Human Resources Management and Employee Relations liaison and fast tracking of long outstanding Employee Relations matters.

KEY RELATIONSHIP INTERFACES

Internal Key Relationships (to Pikitup):

- Chief Operations Officer
- Executives
- Pikitup's Senior Management.
- Pikitup staff

External Relationships (with departments and other key parties):

- City of Johannesburg (Shareholder)
- Government Departments
- Consultants
- Shareholders and the public

Job Specific Requirements

Competencies (Knowledge, skills and attributes)

Skills	Behaviours
<ul style="list-style-type: none"> • Organising and prioritising • Conflict resolution • Influencing and persuading • Employment relations, negotiation and mediation • Strategy formulation and implementation • Operational management • Strategic planning • Networking • Teamwork and team building • Change management • Performance management • Strong verbal and written communication and presentation skills • Report writing • Interpersonal skills • Computer skills including MS Word and SAP 	<ul style="list-style-type: none"> • Building a vision • Team building • Adapting and responding to change • Dynamic and Influential • Strategic thinking • Honesty and integrity • Organising and prioritising • Motivating and empowering staff • Diplomacy and tact • Attention to detail • Judgement and decision making • Networking and collaboration
<p>Knowledge: State the job knowledge required</p>	<ul style="list-style-type: none"> • Strong commercial knowledge • Understanding of Municipal Finance Management Act (MFMA) and related regulations • Knowledge of Treasury Regulations and Public Service Regulations • Knowledge of industry standards, best practices and trends in the discipline • Knowledge of Fleet and Logistics Management • Knowledge of South African labour legislation • Knowledge of the South African Auditing Standards

Job profile: General Manager: Landfills

Qualifications

Minimum	Ideal
<ul style="list-style-type: none">A bachelor's with majors/modules in related disciplines such as environmental science/ waste management or engineering (Civil/ Chemical)Driver's license and access to own vehicle	<ul style="list-style-type: none">A postgraduate qualification including MBA or MBL, will be an added advantage

Experience

Minimum	Ideal
<ul style="list-style-type: none">A minimum of eight (8) years' relevant experience in landfills/ waste management or comparable environmentFive (5) years' experience at senior management levelExperience working in a public service or local government environment	<ul style="list-style-type: none">10 Years relevant experience in a comparable environment

Job profile approved by:

_____	_____	_____
Name (Incumbent)	Signature	Date
_____	_____	_____
Name (1st level Manager)	Signature	Date