



## ABERNI-CLAYOQUOT REGIONAL DISTRICT Job Description

<b>Job Title</b>	<b>Solid Waste Manager</b>
<b>Department</b>	Community Services
<b>Classification</b>	Management (Exempt)
<b>Status</b>	Full-Time
<b>Updated</b>	November 2024

### **POSITION SUMMARY:**

The Manager of Solid Waste (MSW) reports directly to the General Manager of Community Services (GMCS) in leading solid waste services. The position is responsible for implementing work plans and projects to meet the strategic direction for various community services within the department. The MSW is responsible for landfills, recycling/transfer depots, curbside collection contracts, organics diversion and regional waste management planning.

### **DUTIES AND RESPONSIBILITIES:**

- Lead, manage and administer various professionals and contract services through contract administration, regular meetings/inspections, compliance review, improvement planning and effective relationship building.
- Manages union employees, providing effective leadership and complaint resolution in a unionized work environment.
- Manages day-to-day operations of the services within the Department which may include but not be limited to: landfills, waste transfer and collection systems, recycling, organics and diversion programs and meeting the objectives of the solid waste management plan.
- Recommend, prepare and implement policies and procedures for safe, efficient and effective service delivery on behalf of the Regional District Board of Directors.
- Establish capital plans, operating budgets and programs with effective cost control, reporting and oversight for recommendation to the GMCS.
- Ensure exceptional customer service and compliance with regulations and standards.
- Responsible for effective employee performance and sound labour relations and discipline. Interprets and upholds the conditions of the Collective Agreement and all applicable employment standards and Occupational Health and Safety policies, regulations and programs.
- May be required to be a member of the Regional Districts Emergency program.
- Perform other related duties as directed by the GMCS.

### **KNOWLEDGE, SKILLS, ABILITIES & EXPERIENCE**

- 5 or more years of experience in a local government environment preferably with responsibility for multiple services or comparable experience in the private sector.
- Highly developed leadership skills, with a commitment to continuous improvement and a high degree of integrity and professionalism
- Proven skills in supervision, organization, work planning, problem solving, contract

administration and financial management

- Ability to research and comprehend new and complex ideas and issues
- Excellent written and oral communication skills including analytical, research and summary report writing, and verbal presentations for a variety of audiences.
- Demonstrated ability in project management with experience in engineering design, construction or complex program implementation.
- Experience working in groups as a team-player and the ability to foster engagement with stakeholders
- Knowledge of related municipal legislation, Occupational Health and Safety, Environmental regulations and other relevant Statutes
- Experience and competency in solid waste management would be an asset, including collection, diversion and landfill operations.
- Some awareness of and experience with statutes applicable to local government (e.g. *Local Government Act, Community Charter*)
- Excellent public relations and customer service skills

### **EDUCATION, TRAINING, CERTIFICATION & LICENCES**

- A degree or diploma in Civil Engineering, Solid Waste Management, Environmental Management or other related field from a recognized training institute.
- Career training, development, and/or professional updating in leadership and/or local government services
- A combination of alternative applicable training and experience will be considered
- Certification in Project Management is an asset
- Certification as an Applied Scientist or Professional Engineer is an asset
- Proficient in the use of computers (e.g. word, excel and outlook)
- Valid BC Class 5 Drivers License