
Non Union

Job Title:	Supervisor Waste Management		
Job Opening Id:	25579	# Required:	1
Business Unit:	Public Works	Division:	Waste Management
Location:	Recycling Centre	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Regular
Salary Grade:	7	Salary Range:	\$82, 920.00 - \$97, 550.00
Post Date:	2019-02-13	Close Date:	2020-02-26

Serving a diverse urban and rural population of more than 430,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

Job Summary

Reporting to the Manager Waste Collection & Diversion, both (2) Supervisors Waste Management are responsible for managing the collection contracts, by-law enforcement, customer service, developing and managing diversion programs, activities and facilities including recycling and organics processing contracts, capital planning and asset management.

Education

Post-secondary degree in Environmental Studies, Business, Geography, or an equivalent field of study.

An equal combination of education, training, and experience may be considered.

Knowledge

7 years of progressive experience in the operation and/or management of solid waste systems, including management of a materials recycling facility and contractor/vendor management.

3 years in a supervisory and/or contract management capacity.

Thorough working knowledge of electrical and mechanical systems, process control, mobile equipment and maintenance practices.

Thorough knowledge of diversion programs, including processing and composting operations.

Knowledge of waste management resource recovery practices.

Knowledge of Provincial waste management regulations and policies and their significance and impact.

Municipal sector experience is preferred.

Knowledge of Geoware software program for waste tonnage tracking is preferred.

Project Management Professional (PMP) certification is preferred.

Responsibilities

Manages the collection operations contracts, by-law enforcement and customer service activities. (40-60% of time)

Administers the Region's Waste Management by-law and collection contract(s).

Develops, reviews, administers and supervises contractual services and tenders required for waste management diversion and collection.

Updates policies for the provision of regional waste collection on private roads/developments.

Reviews and comments on development engineering applications for services and implements service as appropriate on private roads.

Provides input into waste management policies/procedures as required.

Provides advice and guidance to internal and external contacts.

Prepares and/or assists in the preparation of reports, recommendations and other documents related to collection and diversion activities, programs and facilities.

Prepares and delivers presentations to various stakeholder groups.

Maintains and updates the necessary records and reports for the waste management plan.

Manages the operations and maintenance of diversion programs and service contracts, including recycling and organics processing operations. (10-30% of time)

Plans, develops, reviews and manages diversion programs and contractual services for waste management diversion programs/services.

Develops and maintains operation manuals, and manages site operations in accordance with the Ministry of the Environment, Conservation and Parks (MECP), including training on the Environmental Compliance Approvals (ECAs), emergency preparedness, and ensures customer service excellence.

Manages all activities and performance of contractors to ensure terms and conditions are met, including providing work direction, managing performance, compliance, development and implementation of operational plans and addressing issues of continued non-compliance in consultation with Manager Waste Collection & Diversion.

Develops, reviews, administers and supervises contractual services and tenders required for various project/items.

Leads or participates in proposal interviews, reference checks and evaluate proposals to recommend retention of consultants, contractors or suppliers for waste management programs, good and services, public outreach and other related programs.

Develops, implements, maintains and enforces standard operating procedures, facility rules and regulations pertaining to security, health and safety and building and fire codes.

Administers emergency response measures, including response to fire, chemical waste spills and accidents.

Develops, leads and applies continuous improvement practices to become and remain competitive with the private sector.

Monitors plant operations and provides recommendations on expansion, modifications and operational procedures.

Assists in the implementation of studies, programs and activities related to planning, diversion and collection.

Responsible for the development of analytical techniques/methods to support, enhance and manage capital information for planning purposes.

Responsible for assembling accurate and defensible information to support capital planning budgets (Year One and 10 Year Capital Forecast), using conceptual costing and timing information.

Develops strategies to preserve and extend the service life of infrastructure assets.

Recommends the best solution regarding asset rehabilitation versus replacement.

Performs in the capacity of Project Manager pertaining to the development of project scope, plan, tender preparation, schedule and completion of capital projects for diversion processing operations.

Monitors and evaluates performance and work of consultants, contractors and suppliers, verify and recommend payments to contractors, consultants and suppliers, and monitor project/program expenditures to ensure that all assigned projects/programs are within budget allocations.

Monitors and ensures compliance of the waste management activities/contracts with provincial and municipal regulations and legislation, regulations and guidelines. (5% of time)

Develops, maintains and enforces facility rules to ensure they are in compliance with the MECP, Environmental Protection Act and Regulations, ECAs, Ministry of Labour, Waste Management By-Law, and any other government regulations and guidelines.

Develops, prepares, reviews, and submits ECA applications for new programs/operations and/or amendments to existing ECAs for waste diversion facilities. Negotiate final approval clauses.

Prepares and submits annual operation reports for the Recycling Centre per the ECA requirements.

Formulates and recommends new policies related to waste management.

Ensures compliance with the provisions of the Occupational Health and Safety Act.

Ensures compliance with established Regional policies and procedures.

Keeps abreast of pertinent Provincial legislation, regulations and technological developments affecting waste management operations.

Supervises staff, coordinating and planning work, providing work direction, assigning tasks and projects, determining methods and procedures to be used, monitoring quality of work, resolving problems and ensuring assigned results are achieved. (15% of time)

Enables results with the organization's human capital strategy to foster employee engagement.

In conjunction with the Manager provides training and development, coaching and discipline when necessary, and manages staff recruitment.

Ensures focus is service excellence, communication/transparency, innovation, and data integrity and work flow integration.

Ensures staff has the information and resources to make successful plans and decisions.

Ensures all people related issues, including recruitment, grievances and labour relations issues, are aligned to HR and Corporate standards and practices.

Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department

Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.

Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures.

Manages and administers annual and multi-year Capital and Operating budgets for which they are delegated authority ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies. (5% of time)

Administer and approve the acquisition of goods and services for their direct reports in accordance with the procurement policy.

Manages and develops relationships with internal and external stakeholders / customer relations. (5% of time)

Investigates reviews and resolves complaints/inquires in a timely manner.

Interacts with customers to ensure a high level of customer service satisfaction, improve efficiency and expeditiously address and resolve complaints/inquiries.

Acts as Regional contact with the MECP for diversion processing operations, creating and maintaining positive relationships.

Attends and facilitates meetings and workshops with government agencies or stakeholder groups. Represents the Region on industry committees and other corporate committees as required.

Liaises with Area Municipalities, government agencies, funding organizations and public and stakeholder groups.

Represents the Region on industry, stakeholder, and/or Corporate Committees as required.

Special Requirements

Must possess and maintain a valid and unrestricted specified licence for the class of the vehicle operated (Class G).

Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values of service, honesty, choice, partnership and respect.

To view the full job description and requirements, visit our Careers page - **Job Opening# 25579**

Let us know why you would be an excellent team member by submitting your online application no later than **February 26, 2020** before midnight by visiting our 'Careers' page at www.niagararegion.ca . We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.