
Non Union

Job Title:	Waste Collection & Diversion Advisor		
Job Opening Id:	30379	# Required:	1
Business Unit:	Public Works	Division:	Waste Management
Location:	Recycling Centre	Standard Hours:	40.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Temporary
Salary Grade:	4	Salary Range:	\$ 62,500.00 - \$ 73,530.00
Post Date:	2021-12-20	Close Date:	2021-12-28

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.

Please note that the Niagara Region requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of being hired and provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by Niagara Region.

The Waste Collection & Diversion Advisor will be required to work in person at the work site

Approximate Duration: 5-12 months

Job Summary

Reporting to the Contract Supervisor, Collection and Diversion Operations, the Waste Collection & Diversion Advisor is responsible for conducting on-going inspections of residential, industrial, commercial and institutional sites to ensure compliance with waste collection contracts and municipal by-laws. The Advisor also assists with the monitoring and supervision of the Region's collection service providers to ensure they carry out contract requirements.

Education

- Post-secondary diploma in Business, Environmental Studies or a related field.
- Additional courses in Waste Management, By-Law Enforcement, or, equivalent combination of education and related experience.
- An equivalent combination of education, experience and qualifications may be considered.

Knowledge

- A minimum of 2 years' experience in waste management, by-law enforcement or a related field.
- A minimum of 2 years' experience in customer service.
- Municipal sector experience is preferred.
- Knowledge of Region waste and recycling programs and related by-laws.
- Knowledge of MS Office suite of products.
- Knowledge of Regional/Municipal Government policies/practices and the Occupational Health and Safety Act.
- Knowledge of Transportation of Dangerous Goods Act is preferred.
- Designation as a Municipal Law Enforcement Officer is preferred.

Responsibilities

Assists in the supervision and monitoring of various collection contracts, including waste and recycling, providing on-road contract supervision and ensuring the contractor(s) are performing work in accordance with Niagara Region's programs and policies through day-to-day on-road monitoring (40% of time).

- Ensures contractor is performing work in accordance with Niagara Region's program policies through on-road monitoring.
- Updates and maintains database information, analyzing data, producing reports and providing recommendations.
- Conducts investigations.
- Helps ensure safety of contractual staff by reporting violations or unsafe practice.
- Act as a Regional representative to the public.
- Escalates contentious issues to the Contract Supervisor, as required.
- Provide efficient and safe service to Niagara Region residents.
- Adapts to changing work priorities in an operational environment.
- Fosters collaboration and teamwork in order to deliver high quality work with little supervision.

Ensures program participants are in compliance with the Niagara Region's Waste Management By-law (40% of time).

- Ensures residents' compliance with Niagara Region's Waste Management By-law.
- Issues compliance notices and letters to residents, property owners, and industrial, commercial and institutions not in compliance with Niagara Region's Waste Management By-Law.
- Issues Notices of Violation, Orders, Part I and Part III processes of the Provincial Offences Act for non-compliance.
- Acts as By-law Enforcement Officer in the prosecution of violators of the Region of Niagara Region's Waste Management By-law.
- Obtains admissible legal evidence, assisting in the preparation of the crown brief/disclosure and acts as an expert witness for the prosecutor.
- Conducts site visits and/or inspections and/or audits.
- Collects and physical inspects waste for the purposes of investigating By-law contraventions.

Customer Relations (20% of time)

- Reviews and responds to questions, comments, complaints and requests for information relating to waste management services, in a timely manner, to ensure customer satisfaction and improve efficiency.
- Maintains positive relationships with local municipalities, and other stakeholders.
- Attends meetings with regional staff, consultants, project committees, government agencies, and public/stakeholder groups, preparing summaries and assisting with action plans for subsequent follow up as required.
- Assists with the development of training and promotional materials, and provides/delivers this information to residents and other stakeholders as needed.

Special Requirements

- Must possess and maintain a valid and unrestricted specified license 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.

To view the full job description and requirements, visit our Careers page - **Job Opening #30379**

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges.....today!

Let us know why you would be an excellent team member by submitting your online application **no later than December 28th, 2021** 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.