

Solid Waste Analyst

Permanent Full-time (35 hours per week)

Are you naturally collaborative, service-oriented and community-focused? Do you want to make a difference in your community and be part of an organization that has a direct impact on the quality of life of residents in the Comox Valley? At the Comox Valley Regional District (CVRD) we are committed to fostering a respectful, inclusive, equitable and diverse workplace which is representative of the community we serve. Our core values- **collaboration, service, accountability** and **sustainability** help guide us in everything we do. If you share our commitment and values, please consider applying with us.

In addition to the Comox Valley being an attractive geographic location to live and play, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains, working at the CVRD provides work/life balance through flexible work options, competitive salary and wages, employer-paid benefits package, and municipal pension plan. At the CVRD we value continual learning and growth and support employees' development through technical, professional, and leadership training.

Working with the CVRD is a plus for everyone. To learn more, visit our website at www.comoxvalleyrd.ca/about/careers/work-cvrd

We are accepting applications for a full-time **Solid Waste Analyst** to join our team. The Solid Waste Analyst provides technical support to waste management services with respect to operational impacts, environmental compliance and project implementation. Reporting to the Senior Manager of CSWM Services, the primary responsibilities of this role include:

- Providing technical engineering analysis and guidance for the Comox Valley Regional District (CVRD) on various solid waste projects and issues;
- In partnership with the procurement department, coordinating the review of solid waste proposals and tenders;
- Liaising with provincial and federal agencies, First Nations, community groups and affected stakeholders (including internal CVRD departments) to ensure their positions and needs are identified and considered;
- Working with consultants and contractors from conception to construction in a project management capacity;
- Collaborating with other staff and departments to draft project goals, deadlines, and project deliverables;
- Conducting site visits to solid waste facilities, work sites, and development application sites;

- Conducting technical assessments, studies and research regarding a variety of operational matters;
- Preparing written and verbal reports, plans and correspondence;
- Responding to inquiries and complaints from the public regarding operational service issues;
- Preparing displays, presenting materials and coordinating for professionals, public/community meetings, workshops and open houses;
- Remaining current with changes to relevant local government, provincial and federal acts, regulations, bylaws, policies and processes, case law and general trends and developments within the solid waste services field;
- Providing input and financial analysis to assist senior management with preparation of the annual budget related to solid waste.

Our ideal candidate is:

- A strong communicator with the ability to provide effective messaging to stakeholders verbally and in writing and resolve conflict when required;
- Organized, analytical and creative when it comes to problem solving;
- Skilled in the review and comprehension of technical literature, drawings, plans, specifications, reports, maps, graphs, and legal opinions;
- Comfortable providing technical guidance to others;
- A strong researcher with the ability to prepare technical engineering and scientific analysis reports and make recommendations;
- Current in relevant provincial legislation including solid waste related legislation, the solid waste management reduction hierarchy and the core operational responsibilities and issues related to solid waste operations and management;
- Current in engineering principles, terminology, practices and techniques;
- Educated in a relevant science discipline at the post-secondary level (undergraduate degree with over three up to and including four years of experience working in a relevant engineering position OR diploma with over four up to five years of experience, preferably in local government);
- Eligible for registration as a Professional Engineer with Engineers and Geoscientists BC or as an Applied Science Technologist with the Applied Science Technologists and Technicians of BC;
- Knowledgeable in project and contract management principles, including Master Municipal Contract Documents and Canadian Construction Documents;
- Proficient in Microsoft Office Suite, Adobe and SharePoint (experience with iMap and GIS is an asset);
- Project management certification as well as additional local government or public administration certification is preferred.

A valid BC Class 5 driver's license is required for this role. Successful candidates will be required to consent to a Canadian Criminal Record Check.

This is a CUPE Local 556 position with a current wage rate of \$45.57 per hour.

To review the complete job description and to apply go to www.comoxvalleyrd.ca/jobs.

The closing date for this position is September 5, 2024 at 3:00 pm. Applications must be received prior to the indicated closing date and time. We appreciate all applications; however, only short-listed candidates will be contacted. If your application is shortlisted, you will be contacted in a timely manner to arrange an interview. Virtual or in-person interviews are available.

The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

The CVRD is committed to providing a safe, respectful and inclusive work environment. We celebrate diversity and welcome applications from all qualified candidates.