

# JOIN OUR TEAM

## Director of Solid Waste



The perfect blend of work and casual living, the Municipality of Chester is an easy 40-minute commute to downtown Halifax - leisure with business, rural with convenience. Enjoy the feel of close-knit, safe, community living within proximity to major centers, healthcare, schools, green spaces, childcare, and amenities such as shops, restaurants, trails, cultural venues, community centres, and much more.

### What we are looking for

The Municipality of Chester is looking for a Director of Solid Waste to join our growing team. The candidate should be experienced in the management of a 2nd generation landfill, equipment, operations, and personnel.

Specific skills include:

- Strong planning and short-, medium-, and long-term strategy creation.
- Outstanding project management skills and experience in evaluating and implementing technical solutions to address solid waste needs and services.
- Well-developed leadership and interpersonal skills and abilities to engage and build relationships with staff, partners, and the public.
- A track record of successfully leading highly skilled teams that are committed to excellent customer service and quality service delivery.
- Proactive thinking, solving problems and handling emerging issues with professionalism and integrity.
- Knowledge of the latest landfill best practices and regulations.
- Excellent communication with emphasis on active listening and building unity and cohesion with departmental and organizational goals and objectives.

The successful candidate will have a great opportunity to strategically lead the landfill and its dedicated, accountable, and reliable staff. The Director of Solid Waste will possess excellent communication skills to define and clarify staff roles and responsibilities, improve the administrative and operational efficiency and effectiveness of staff and customer service delivery now and into the future.

## Duties and responsibilities

Reporting to the Director of Infrastructure & Operations, the Director of Solid Waste oversees service delivery of the Kaizer Meadows municipal landfill. The Director of Solid Waste will have the experience to oversee developing and managing the landfill's annual budget, ensuring compliance and accountability with municipal financial policies and procedures.

The Director of Solid Waste must ensure the department's full compliance with applicable provincial and federal solid waste and recycling regulations. As the Director Solid Waste, they will immerse themselves in understanding the landfill, they will develop strategies, refine its operations, develop its standard operating procedures, maintain, and update regulatory reports and create annual operating plans to ensure the highest level of regulatory compliance and customer service is achieved.

## Qualifications

- Certified as a Managing Integrated Solid Waste Management Systems and Manager of Operations for Landfills or capable and eligible to obtain both.
- A Degree/Diploma in Waste Management, Environmental Technology, Business Administration or Management, Environmental Management or a related discipline is preferred along with five or more years' experience related to solid waste management and/or managing a significant business operation.
- A demonstrated equivalent combination of practical field experience and formal training will be given full consideration.
- Certification in Wastewater Operations would be an asset.
- P. Eng Designation would be an asset.

## Fine print

The salary range for this position is \$96,807 to \$128,754. Beginning salary will be commensurate with experience. The Municipality offers a highly competitive pension and benefits package.

Applications: Submit a cover letter, resume, and three professional references to the undersigned. The competition will remain open until filled.

Pamela Myra, Director of Human Resources  
Municipality of the District of Chester  
151 King Street, P O Box 369  
Chester NS B0J 1J0  
[employment@chester.ca](mailto:employment@chester.ca)

Although we thank all applicants, only those selected for an interview will be contacted.

## Our commitment to fair treatment

The Municipality of Chester is committed to treating people fairly, with respect and dignity, and to offering equal employment opportunities based upon an individual's qualifications and performance — free from discrimination or harassment because of age, race, colour, religion, creed, ethnicity, national or aboriginal origin, sex (including pregnancy and pay equity), sexual orientation, physical disability, mental disability, family status, gender identity, gender expression, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code.

The Municipality of Chester is committed to the principles of the Accessibility Act. As such, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [employment@chester.ca](mailto:employment@chester.ca).



# MUNICIPALITY OF THE DISTRICT OF CHESTER

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Director of Solid Waste</b>
<b>Salary Band:</b>	Level 8
<b>Department:</b>	Infrastructure & Operations
<b>Division:</b>	Solid Waste
<b>Reports to:</b>	Director of Infrastructure & Operations
<b>Status:</b>	Full Time; Permanent
<b>Classification:</b>	Administrative
<b>Location:</b>	Kaizer Meadows Environmental Management Centre, 450 Kaizer Meadows Road, Sherwood
<b>Hours:</b>	Normally 8:30 a.m. to 4:30 p.m. with other hours for meetings outside of normal office hours, subject to change.
<b>Date:</b>	May 2024

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### SCOPE

The Director of Solid Waste is responsible for the short, medium and long-term strategic direction of all aspects of the Municipal Solid Waste Program, including management of the Kaizer Meadow Environmental Management Centre, third party client contracts and the Municipal Curbside Collection Contract. The Director of Solid Waste is also responsible for the safe and efficient day-to-day operations of the 2<sup>nd</sup> Generation landfill.

### OBLIGATIONS AND RESPONSIBILITIES UNDER LEGISLATION

1. The Municipality of the District of Chester is committed to workplace safety and all employees are expected to actively participate in the Municipality's Occupational Health and Safety Policy and Program and Occupational Health and Safety Legislation as well as Regulations of the Province of Nova Scotia.
2. The Municipality of the District of Chester complies with the Employment Legislation of Nova Scotia and all employees are also expected to act in accordance with the appropriate Legislation.

## QUALIFICATIONS

### *Education & Experience*

1. Certified as a Managing Integrated Solid Waste Management Systems and Manager of Operations for Landfills or be capable and eligible to obtain both.
2. A Degree/Diploma in Waste Management, Environmental Technology, Business Administration or Management, Environmental Management or a related discipline is preferred along with five or more years' experience related to solid waste management and managing a significant business operation.
3. A demonstrated equivalent combination of practical field experience and formal training will be given full consideration.
4. Certification in Wastewater Operations would be an asset.
5. P. Eng Designation would be an asset.

### *Skills/Knowledge/Competencies*

1. Thorough understanding of municipal operations and infrastructure including engineering, construction, water systems, wastewater collection and treatment, waste management, and other landfill capital infrastructure.
2. Knowledge of Federal, Provincial and Municipal health and environmental legislation and regulations.
3. Knowledge of Municipal, Provincial, and National solid waste management practices, in particular, guidelines in operating a second-generation landfill.
4. Experience, and/or knowledge, of maintenance and repair of buildings, infrastructure systems and solid waste disposal.
5. Strong staff management and leadership skills and experience.
6. Ability to proactively network within the industry in NS and beyond.
7. Ability to perform a broad range of management responsibilities.
8. Ability to identify and analyze problems, develop and present solutions, and oversee implementation.
9. Ability to complete applications for funding and grants.
10. Ability to work safely without presenting a direct threat to self or others.

### *Communications*

1. Ability to effectively communicate with strong writing, presentation and listening skills that promote understanding and clarity in a respectful manner.
2. Ability to develop and maintain effective working relationships with municipal officials, employees, other levels of government, committees, community partners and the general public.
3. Excellent leadership and mentoring skills with demonstrated ability to build effective teams and to delegate authority to subordinates.
4. Ability to communicate orally with customers, clients and the public in face-to-face, one-to-one settings, in group settings, via email or using the telephone.

5. Ability to produce professionally written documents with clearly organized thoughts with proper English sentence construction, punctuation and grammar.
6. Ability to work cooperatively with other employees, the general public and the Citizens Monitoring Committee.

## **SUMMARY OF FUNCTION**

### **Principle Duties and Responsibilities**

#### ***Administrative***

1. Ensures that all health, safety and security standards are maintained and related to the staff, customers and the site itself.
2. Collects & analyzes data, composes and presents comprehensive reports in clear terms to a range of audiences including, but not limited to, staff, directors and Council.
3. Writes correspondence and memos to a high standard to clients, residents, municipal staff, Council members, and provincial departments as required.
4. Ensures that the Municipal Solid Waste Site policies and regulations and all Federal and Provincial Safety and Environmental Regulations are complied with.
5. Attends and/or provides technical advice to Council, Committee of Council, special sub-committees and other departments on solid waste operations, engineering and operational issues.
6. Prepares comprehensive annual operating and capital budgets, collaborating closely with relevant staff and directors.
7. Develops short-, medium- and long- plans and strategies in order to ensure a cost-efficient operation, which promote environmental stewardship and utilizes available resources to maximize solid waste diversion.
8. Analyzes and reports on contractor performance for services stipulated in various contracts, including curbside collection contract.
9. Investigates and reports on all incidents and accidents to the appropriate bodies, including the Occupational Health & Safety Committee.
10. Collaborates with the Citizens Monitoring Committee, Provincial and Regional Committees.
11. Ensures environmental compliance.

#### ***Supervision***

1. Supervises staff including performance evaluation/management and training and development; provides authorization and discipline and makes recommendations as to promotions/terminations to the Director of Infrastructure & Operations and/or the CAO for authorization.
2. Oversees the planning and scheduling of year round landfill operations in collaboration with the Landfill Supervisor.
3. Provides direction to the Landfill Supervisor for the safe and efficient disposal of solid waste, including household, industrial, infectious, medical, asbestos and household hazardous materials.

4. Provides direction to the Landfill Supervisor for solid waste field operations, including equipment operations and repair, recycling and enforcement.
5. Participates in the recruitment of and provides hiring recommendations for the Solid Waste division to the Director of Infrastructure & Operations and/or the CAO for authorization.
6. Assesses staff needs and make recommendations related to divisional organizational design and staff complement.

***Kaizer Meadows Industrial Park***

1. Collaborates with the Senior Economic Development Officer when required.
2. Provides operational assistance when required.

**DIRECT SUPERVISORY RESPONSIBILITIES**

1. Solid Waste Landfill Supervisor
2. Wastewater Treatment Operator.
3. Scale house Operator.
4. Client Services Coordinator.
5. By-Law/Waste Inspector.

**CONTACTS**

1. Kaizer Meadow Environmental Management Staff
2. Chief Administrative Officer
3. Councillors
4. Director of Infrastructure & Operations
5. Municipal Heads of Departments
6. General Public
7. Partners (i.e., Valley Waste, Municipal Joint Services Board, Sustane etc.)
8. Composting Council of Canada
9. SWANA – Atlantic Chapter representation
10. RRFB – Region 6 Technical Committee
11. Occupational Health & Safety Committee
12. NS Department of Environment & Climate Change (and its successors)
13. High level of cooperation between Public Works Department and Solid Waste Department sharing resources and knowledge
14. Other Provincial Departments pertaining to the Kaizer Meadows Industrial Park