

## **WASTE & RECYCLING OPERATIONS COORDINATOR**

Position ID: J1024-0215

Job Type: Full Time

Department: Waste and Recycling

Number Of Positions: 1

Min Salary: \$75,808.00/Year

Max Salary: \$94,760.00/Year

Closing Date: Nov 1, 2024

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As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

### **The Opportunity:**

The Waste and Recycling Operations Coordinator analyzes, develops, and recommends continuous advancement of business processes, projects, and programs to ensure the delivery of safe and efficient service relating to the Recycle Depot and Transfer Station. Key responsibilities of the position are to manage, review and analyze the operational service levels of the City of Airdrie WRS facilities. This includes coordinating and facilitating the development, expansion, and enhancement of services, market research for commodities and supporting the business needs of Waste and Recycling Services and the City of Airdrie.

Responsibilities include:

- Work in collaboration with the WRS team and transfer site contractor, to ensure that the delivery of service and programs related to the depot and transfer site are performed in the most safe, efficient, and cost-effective manner

- Work with the Team Leader to establish goals for the operations department and participate in the preparation of departmental budget; monitor expenditures and make recommendations on staffing and equipment
- Coordinate, schedule, prioritize and oversee the day-to-day activities of the WRS operators
- Manage and resolve unexpected factors and conditions such as equipment breakdown, adverse weather conditions, work schedules and staffing shortages
- Address and follow-up with inquiries and concerns from residents
- Document and focus on standardized operational procedures through training and technology to consistently exceed service levels, promote safety, and improve productivity; plan for process/technology improvements as existing systems are phased out
- Liaise with various contractors to ensure efficient service relating to depot and transfer site commodities
- Remain current in emerging trends and technologies pertaining to Waste and Recycling Services
- Ensure high quality of departmental data is maintained to support effective decision making, meet regulatory compliance, minimize risk, and meet defined service levels
- Define and make recommendations for existing and future service levels for the Recycle Depot and Transfer Site
- Draft and deliver reports to various audiences including Council, Senior Leadership, staff, and the public as required

**You Bring:**

- Post-secondary diploma or degree in environmental education, environmental sciences, or a related field is preferred
- A completed Transfer Station Management Course and/or Managing Recycling Systems Course from the Solid Waste Association of North America (SWANA) is an asset

OR

Related field with 5 years of direct experience managing waste and recycling programs

- Valid Class 5 Driver's Licence
- Proven leadership and supervisory skills
- Well-developed communication and interpersonal skills
- Strong organization and prioritization skills
- Ability to handle a variety of complex projects/tasks with competing priorities in a result-based environment
- Demonstrates tact and diplomacy when working with other team members/coordinators and has established respectful working relationships
- Proficient in working with computer software programs such as Windows 10, Microsoft office, Outlook, and Cityworks

**We Offer:**

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical, and benefits plan
- Pension plan
- Career development and tuition reimbursement

- Employee discounts, gym membership, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

**Additional Information:**

This is a full time salaried 40 hour per week position, Wednesday to Sunday, setting your schedule to best support staff and facility operations. The role will require flexibility in working hours which may require extended hours at peak times and will include regular weekend work.

A comprehensive benefit and pension package is included.

The successful candidate must be able to perform physically demanding tasks and will regularly be required to lift, bend, and kneel.

**Next Steps:**

Candidates are invited to apply online at [www.airdrie.ca](http://www.airdrie.ca)

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.