

SOLID WASTE OPERATIONS COORDINATOR

EXEMPT (Y/N): No**SALARY LEVEL:** Gird 1, Band 14 (Under Review)**LOCATION:** Sechelt Landfill & Pender Harbour Transfer Station**SUPERVISOR:** Superintendent, Solid Waste Operations**APPROVED BY:** Manager, Solid Waste Services**DIVISION:** Solid Waste Services**DEPARTMENT:** Infrastructure Services**DATE:** May 2024

SUMMARY: Under the general direction of the Superintendent, Solid Waste Operations, the Solid Waste Operations Coordinator provides technical advice and work direction to other Solid Waste Operations staff to ensure continuous operations of the regional district's solid waste disposal sites, ensures delivery of service meets the expectations of internal and external customers and is in accordance with the appropriate regulatory and license requirements.

KEY RESPONSIBILITIES *include:*

1. Coordinates day-to-day activities of the solid waste disposal sites, develops work plans, and organizes resources to ensure regulatory compliance with our operating certificate.
2. Assigns, co-ordinates, and reviews the activities of field staff, provide technical coaching as required.
3. Implements the SCRD Solid Waste Management Plan (SWMP) at the sites and assists with the development and implementation of any other new diversion programs.
4. Coordinates the performance of various operations systems, resolves day-to-day maintenance and operational issues, recommends methods of improving service delivery, and oversees the implementation of adopted improvements.
5. Maintains tracking systems, documentation, records, and logs in accordance with Sunshine Coast Regional District, Provincial, and Federal requirements.
6. Assists with the development, implementation, and maintenance of safe work procedure manuals and operational procedure manuals.
7. Conducts risk assessments, safety inspections and provides training to staff on all procedures.
8. Assists with the development and implementation of maintenance programs required for the operation, monitoring, and maintenance of SCRD Solid Waste facilities.
9. Maintains up to date knowledge and ensures compliance with SCRD policies, bylaws, and the Workers Compensation Act and OHS Regulations to affect a safe and healthy work environment.
10. Participates in the preparation of quarterly and annual departmental reports.
11. Works within budgets and expenditures related to site operations.

TYPICAL ACTIVITIES *include:*

1. Assists with the daily operation of the solid waste disposal sites to ensure effective service delivery in accordance with regulatory requirements, resolves operational problems, deals with customer complaints, and responds to environmental, regulatory, and safety issues pertaining to solid waste.
2. Often guides others or reviews the work of non-direct reports that share related responsibilities at the request of the supervisor.

3. Conducts safety inspections, prepares risk assessments, and assists with the development and implementation of safe work procedures, including training staff.
4. Assists with monitoring the day-to-day performance of contracts pertaining to solid waste operations, including assisting in the preparation of tendering documents and the tendering process, monitoring contractors' activities, and addressing any service delivery problems.
5. Co-ordinates and assists with site monitoring activities to ensure environmental, safety, and regulatory requirements are met, e.g. collection of water samples, safety inspections, operational certificate compliance inspections.
6. Leads projects pertaining to site maintenance and safety enhancements.

EDUCATION, EXPERIENCE, and TRAINING

- Minimum of Grade Twelve (12) or equivalent.
- Two (2) year diploma in environmental studies, or related discipline.
- BCMSA Supervisor Safety Certificate is considered an asset.
- Minimum three (3) years' experience in Solid Waste Operations and one (1) year progressive supervisory experience preferred.
- An equivalent combination of education and experience may be considered.
- WSBC Level I First Aid.
- Valid BC Class 5 driver's license.

OTHER SKILLS/KNOWLEDGE/INFORMATION

- Working knowledge of legislation pertaining to solid waste management operations, such as Environmental Management Act, Recycling Regulation, Landfill Criteria, Hazardous Waste Regulation, Workers' Compensation Act and Local Government Act.
- Basic skills in researching, writing, and presenting technical information through presentations, or public speaking.
- Effective organizational and prioritization skills, including the ability to manage multiple projects with competing deadlines.
- Effective interpersonal relationship skills, specifically a demonstrated ability to proactively develop mutually beneficial working relationships with colleagues, contractors, clients, and others.
- Advanced proficiency in Microsoft Office suite; especially Excel, Word, PowerPoint and Outlook.
- May be required to respond to shifts on weekends or outside daily working hours.
- May perform other duties related as assigned.
- The incumbent is expected to support corporate sustainability and workplace safety objectives.
- The incumbent is expected to promote and foster an inclusive respectful workplace.