Live where you work

Solid Waste Operations Superintendent

Regular Full Time Exempt Position
Recycling & Waste Management Division

The Cowichan Valley Regional District (CVRD) is a thriving community of 80,000 situated on the southern part of Vancouver Island. Just 50 km north of Victoria and 30 km south of Nanaimo, the Cowichan Valley offers a warm climate, affordable housing, and numerous parks, recreational, cultural, and social opportunities.

Are you a dynamic and progressive solid waste management professional with a keen interest in the concept of Zero Waste? We are seeking an enthusiastic individual to join the CVRD in a key role in the Recycling & Waste Management Division as the Solid Waste Operations Superintendent.

Working primarily out of the Bings Creek facility, the Solid Waste Operations Superintendent is responsible for the operation and maintenance of the CVRD’s three Recycling & Waste Management complexes, as well as the development and delivery of curbside collection programs. This includes curbside route mapping, scheduling and supervising staff, and ensuring the optimization of staff to meet operational requirements. In addition, the Superintendent is responsible for operating and maintaining the physical assets of the Recycling & Waste Management Division (including the vehicle fleet), helping to develop and keep up-to-date the Asset Management and Fleet Management Plan for the division, reporting on operations-related matters to the Regional Board and committees, and contributing to the CVRD’s long-term Solid Waste Management Plan.

Our ideal candidate has at least 5 years of experience in the operation of a waste management system or similar multi-faceted operation, experience supervising unionized staff, a university degree in a related field, training in Leadership and Management, and training / certification from the Solid Waste Association of North America. An equivalent combination of education, training and experience may be considered. We require strong technical understanding of industry regulations, policies, practices, and facility operations, knowledge of supervisory practices and techniques (particularly with unionized staff under a collective agreement), and the ability to lead through effective communication, empowerment, teamwork, and strong working relationships. Exceptional time management and organizational skills are key.

Please see the attached job description for the full qualifications, knowledge, skills, and abilities required for this position, or visit www.cvrd.bc.ca/jobs.

The CVRD offers a competitive salary starting at $91,175.37, with a comprehensive benefits package including extended health / dental / insurance, paid vacation, pension, and flextime.

If you are excited by the opportunity to apply your administrative, technical, and supervisory skills in recycling and waste management to help lead the reduction of waste in the Cowichan Valley region, then this may be the job for you!

To apply, please forward your resume in confidence to the Human Resources Division before 4:30 p.m. on April 10, 2020, quoting Competition RWM20034-E via e-mail at hr@cvrd.bc.ca (please use either MSWord or pdf format), mail at 175 Ingram Street, DUNCAN BC V9L 1N8, or fax at 250.746.2522.

We thank all applicants for their interest, however only those selected for an interview will be contacted.
General Accountability & Purpose of the Job:

Reporting to the Manager, Recycling & Waste Management Division, the Solid Waste Operations Superintendent is responsible for the operation, maintenance, and staffing of the CVRD Recycling and Waste Management (R&WM) complexes, as well as the development and delivery of curbside collection programs. This position works in an administrative, technical, and supervisory capacity in the implementation of such facilities and programs.

Typical Job Duties:


b. Responsible for supervising all R&WM operations employees and any related issues. This includes hiring, training and development, labour relations, staff scheduling, and ensuring optimized performance of operations staff and resolution of employee concerns/issues.

c. Supervises the safe and efficient daily acceptance, storage, preparation, processing, and shipping of residual waste and recyclable materials at all facilities, as well as Extended Producer’s Responsibility (EPR) programs, including Recycle BC. Supervises Operations, Maintenance, and Renewal requirements and implementation based on the CVRD’s Asset Management Policy. Establishes, implements, and reviews a preventative maintenance schedule for all buildings, grounds, and equipment repairs and modifications, and develops a related purchasing plan.

d. Supervises service delivery of the curbside collection program, including the development of routes, expansion of programs, tote delivery, recycling contamination control, and public education. Responsible for monitoring the program, including participation rates, collection rates, missed houses, complaints registry and resolution, and fleet management.

e. Directs material handling contractors for various site servicing requirements, provision of trailers and containers for shipping, and dispatching of internal and external resources and equipment. Manages contractors and/or in-house resources to meet servicing needs for holidays, backlogs, work interruptions, etc. Organizes execution of related day-to-day operations.

f. Assists in the development of the long term Solid Waste Management Plan, develops business plans for specific programs, develops policies and procedures, and drafts Staff Reports for committees and Board. Creates annual work plans and reporting including GHG emissions and materials tracking, and executes tenders and contracts as they apply to the operation of the R&WM facilities and related curbside collection programs.

g. Acts as on-site liaison for capital improvement projects, tenant property management, and during strike events to keep essential operations running in a safe and efficient manner.

h. Manages occupational health and safety for R&WM operations including all facilities and curbside collection programs, fleet, employees and public, ensures full compliance with all applicable laws and regulations, and participates in occupational health and safety concerns/initiatives. Represents management in all WorkSafe BC related incidents involving administration, investigation, and resolution.

i. Responsible for designing, implementing, and updating a comprehensive reference library for R&WM operations regarding all safety practices, manuals, procedures, and policies.
j. Establishes and monitors an annual financial budget for the R&WM operations, and regularly reports budget and expenditure tracking and analysis to Division Manager. Ensures orderly maintenance of records, plans, and files for Solid Waste Operations.

k. Any other duties or tasks as required.

Organizational Relationship:
The Solid Waste Operations Superintendent reports to the Manager, Recycling & Waste Management Division.

Qualifications:

Education/Training
Graduation from a recognized university with a degree in a related field
Training in Leadership and Management
Solid Waste Association of North America (SWANA) training / certificate
Or an equivalent combination of education, training and experience

Experience
Minimum of five (5) years experience in the operation of a waste management system or similar multi-faceted operation, including the supervision of unionized staff, contractors and the general public, and contract and project management.
Experience in establishing and tracking budgets, route planning, scheduling, writing reports, and developing business cases for programs.

Occupational Certification
WHMIS Certificate – provided by employer
First Aid, Level 1 with CPR
Valid Class 5 BC Driver’s License

Knowledge
Knowledge and understanding of R&WM industry and regulations.
Knowledge of CVRD policies and practices and any related regulations.
Knowledge of supervisory practices and techniques.
Knowledge of business English, including: spelling, punctuation and grammatical skills and the ability to use same to compose letters, memos and reports.
Knowledge of computers and advanced word processing, including the software packages of Microsoft Office Suite, Mettler Scale, VADIM, etc.
Knowledge of local government activities.
Knowledge of cash handling and banking procedures.
Knowledge of R&WM facility operations and program development and delivery.
Knowledge of digital control security systems and automated platform-type weigh scale systems and reporting capabilities.
Knowledge of WorkSafe BC policies and procedures and familiarity with all regulatory compliances.
Exposure to methods and materials used in the construction of buildings and building maintenance.
General knowledge in the mechanical, electrical, and plumbing fields.

Skills & Abilities
Ability to establish and maintain courteous, tactful, diplomatic working relationships with other employees, general public, and Regional Board members.
Ability to engage in effective interpersonal communication (verbal and written), problem solving, conflict resolution, organizational, research, presentation, and customer service skills.
Ability to lead, motivate, empower, and supervise employees in a respectful, proactive manner.
Ability to manage time, projects, and deadlines effectively.
Ability to participate as an engaged member of a team and to work independently. Ability to provide leadership to a team and to engage, support, and motivate work mates and subordinates.
Well developed organizational skills and acute attention to detail; ability to learn and apply new skills; prioritize and competently manage a variety of activities with multiple deadlines; motivation and willingness to take initiative and full responsibility for selected activities.
Ability to develop and analyze concepts and strategies and to problem solve to establish goals and priorities and to work within general objectives.
Proficient computer skills, including working experience with Microsoft Windows.
Understanding of the purpose of a collective agreement, general understanding of the language which the Regional District and unions have negotiated, and the ability to work effectively with union representatives.
Ability to generate written reports for CVRD committee review and consideration.
Ability to organize, plan, and effectively implement projects, contracts, and services.
Ability to maintain inventories, prepare and authorize purchase requisitions within defined limits and to prepare budget estimates, monitor expenditures, and reconcile differences.