

Municipality of the District of Shelburne
Position Description

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| Title: Waste Diversion Officer | | Department: Corporate Services | | |
| Reports to: Director of Corporate Services | | | | |
| Status: | <input checked="" type="checkbox"/> Permanent | <input type="checkbox"/> Seasonal | <input type="checkbox"/> Summer | <input type="checkbox"/> Term |
| | <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Part-time | <input type="checkbox"/> Casual | |

Position Summary:

Waste Diversion Officer position shall be responsible for the solid waste collection and diversion of the Municipality’s daily operations including Household Hazardous Waste and Regional Materials Recovery Facility, curbside and business inspections, advertising and promotions, budgeting and expenditure control, enforcement of solid waste bylaws and regulations, data collection and reporting, report writing, educational programs, investigation of complaints, coordination with other solid waste facilities, records management, timely response to community inquiries, assist with contract development and monitoring, training of staff, as well as internal control processes for these areas. This position description is a general scope of duties and does not limit Management’s ability to assign other responsibilities to this position from time to time.

General Responsibilities:

1. Responsible for all aspects of the Municipality’s Household Hazardous Waste (HHW) operation including staffing the facility when required, proper and safe storage of materials, arranging for disposal of materials working with Region 6 to ensure best prices, and filing all documentation so that it can be easily located in the future.
2. Prepares promotional materials and schedules for circulation to homeowners and businesses annually and promotes timely recycling and other diversion information throughout the year when required to ensure residents are continually made aware of waste diversion and disposal rules and criteria.
3. Plans and implements a routine and regular waste inspection program along with the waste collection contractor to ensure the contractor and businesses are enforcing all the provisions of solid waste bylaws and provincial regulations.
4. Responsible for assisting Director of Corporate Services with annual budgeting for the department and maintain acceptable expenditure controls.

5. Keeps abreast of all municipal, provincial, and federal solid waste regulations, providing information and recommendations to Director of Corporate Services from time to time when regulation changes will impact the Municipality or its clients financially or operationally.
6. Investigates and enforces compliance with contraventions of the Municipality's Solid Waste Bylaw.
7. Provides regular solid waste, recycling, and organic collection educational information for roadside collectors and Regional Materials Recovery Facility (RMRF) to ensure they are aware of current collection and enforcement standards.
8. Annually tabulate, analyze, and compile a report for Director of Corporate Services, Region 6 Solid Waste Management, and Nova Scotia Department of Environment concerning the previous year's solid waste disposal and recycling statistics for the annual provincial data call.
9. Investigate and apply for, in consultation with Director of Corporate Services, all available funding that can be used to aid or supplement existing waste diversion programs, services, and enforcement.
10. Keep in regular contact with other solid waste facilities in Queens, Barrington, and other areas to ensure that contractors are abiding by the terms of their contract with the Municipality.
11. Provide training to casual or other municipal staff regarding Household Hazardous Waste and RMRF staff when required to ensure that both facilities continue to operate when the Waste Diversion Officer or RMRF Manager is not available.
12. Promote in conjunction with Region 6 staff, event greening programs to ensure that festivals and events maximize recycling efforts and minimize waste generated.
13. Prepare reports and processes for Director of Corporate Services concerning internal controls and recommendations for all aspects of this position.
14. Develop and prepare financial reports concerning all aspects of this position on a regular basis, providing comprehensive analysis of the reports offering insight into understanding the data, followed by recommendations for changes to financial policies to improve financial results or reporting.
15. Ensuring that all documents under their care and custody are properly filed and accounted for so that all records can be located by other Corporate Services Department staff with ease when required.
16. Respond to all customer and vendor inquiries in a timely manner, replying by way of the choice of contact when reasonable, ensuring all conversations are documented in electronic or paper filing systems.

17. Provide all documentation and reports requested by the Municipal Auditor on a timely basis.
18. Creates and maintains operational procedures manuals for HHW and RMRF facilities on various functions and tasks for the safe and proper handling and disposal of solid waste materials.
19. Ensures that adjustments to accounts are approved by the Director of Corporate Services.
20. Other duties as assigned by the Director of Corporate Services from time to time.

Skills Required:

1. This employee must exercise a high degree of accountability in all aspects of their job and are expected to work independently and follow checks and balances for all tasks.
2. Able to understand solid waste legislation and work under legislative controls and contracts.
3. Experience in gathering data, compiling the research data, and preparing financial reports.
4. Ability to lift up to 50 pounds of weight on a regular basis.
4. Strong diplomatic, negotiation, and conflict resolution skills to tactfully handle solid waste and illegal dumping complaints.
5. High degree of analytical thinking, planning, prioritization, organization, and execution skills.
6. Effective attention to detail and a high degree of accuracy.
7. Must be able to effectively communicate both verbally and in writing at a professional level with proper grammar and language.
8. Highly proficient in Microsoft Office, especially Microsoft Word and Excel.
9. The incumbent must be confidential in all aspects of their employment.
10. This employee must recognize that they are a public servant and must show utmost respect always when dealing with other staff, general public, and Council.

Hours of Work:

This is a union position that operates in the Corporate Services Department. Regular hours of work are Monday to Friday, 9:00 am to 4:30 pm (32.5 hours per week).

Qualifications:

Applicants for this position must be a graduate of a recognized post-secondary institution in a related field. Recent graduates will be considered however, three to five years of related experience will be considered an asset. Knowledge of current solid waste bylaws and provincial

solid waste regulations is beneficial. The successful applicant must be eligible for appointment as a special constable.

At the Municipality of the District of Shelburne, our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. We welcome applications from Aboriginal People, African Nova Scotian's and Other Racially Visible People, Persons with Disabilities and Women in occupations or positions where they are under represented. If you are a member of one of the equity groups, you are encouraged to self-identify, on your cover letter or resume.