

## County of Peterborough Job Description

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|--------------------|-----------------------------------|-------------------------|--------------|
| <b>Position:</b>   | <b>Manager, Waste Management</b>  | <b>Position ID:</b>     | 0286         |
|                    |                                   | <b>Bargaining Unit:</b> | Non-Union    |
| <b>Department:</b> | Infrastructure Services           | <b>Salary Grade:</b>    | 5            |
| <b>Reports to:</b> | Director, Infrastructure Services | <b>Date:</b>            | October 2019 |

This job description is: New  Existing  Revised  Rescinded

### Job Summary:

The Manager, Waste Management division, is responsible for the management and development of waste diversion programs for the County of Peterborough and manages the County's interest in joint County/City waste services. Major areas of responsibility include: the management of existing waste diversion programs; research and development of new programs; management of the administrative duties of the division and acts as liaison for the County/City Landfill site(s), composting facility and the Material Recycling Facility (MRF). This position reports directly to the Director, Infrastructure Services.

### Duties and Key Responsibilities:

#### Waste Diversion Program Management

**40%**

- Manage waste diversion programs ensuring appropriate collection, management and disposal of materials, waste management education, etc.;
- Manage participation in Provincial waste diversion funding programs and ensuring all necessary reporting requirements are fulfilled;
- Monitor and audit waste diversion programs; analyze data and make program recommendations;
- Manage the County Waste Management Master Plan;
- Manage recycling collection contracts and sites;
- Participate in open-houses, public workshops, meetings and public events concerning waste management;
- Attend and report to County Council and committees as required;
- Actively participate in local, regional and provincial committees related to waste management.
- Manage the development of tenders, proposals, quotes and contracts.

**Project and Staff Management**

**30%**

- Establish and manage the Waste Management division annual work plan and budget, including preparation and monitoring, for review and approval by the department director;
- Ensure the purchase of division supplies/equipment, including capital equipment, are in accordance with County Purchasing Policy;
- Participate in the hiring, performance appraisal and supervision of Waste Management staff providing guidance and feedback, advice and direction/allocation of work programs;
- Project Management for divisional initiatives;
- Negotiate and liaise with hired contractors (to and from the County) to ensure efficient delivery of services;
- Attend County Council, Waste Management Committee and other committees as required;
- Understand the County of Peterborough Health and Safety Policy and the Occupational Health and Safety Act of Ontario to ensure that the requirements contained therein are followed and consistently applied.

**Research & Development of Emerging Waste Management Programs**

**20%**

- Research and analyze potential new waste management initiatives;
- Research and analyze potential program funding;
- Draft reports concerning viable new programs and present recommendations to appropriate committees;
- Implement approved new initiatives.

**Management of County Interest in Landfill Site(s), Compost Facility and MRF**

**10%**

- Manage the County's interest in the Landfill and MRF site in accordance with County/City Waste Management Master Plan;
- Monitor Landfill and MRF operations and assist local municipal operational issues;
- Maintain lines of communication and attend meetings with City staff concerning Landfill and MRF operational issues;
- Act as resource to the Waste Management Steering Committee concerning Landfill and MRF site issues and provide technical input to the committee on operational issues.

**Other**

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Act as alternate Emergency Information Officer on the County Emergency Control Group. Participate and represent the County, as appropriate, as a committee member with associations and external agencies such as Association of Municipalities of Ontario, Waste Diversion Ontario and the Municipal Waste Association.

### **Supervisory Responsibilities:**

The incumbent in this position supervises and directs the work of the Waste Management division staff including: Waste Management Operations Coordinator, Waste Management Administrative Coordinator, Education/Communications Officer, Administrative Assistant; seasonal employees and contract service providers.

### **Job Specifications:**

- Bachelor of Science degree specializing in Biological Sciences/Environmental Sciences or equivalent;
- A minimum of five (5) years' progressive experience in the field of Waste Management;
- Knowledge of industrial processing/handling of material, hazardous waste, industrial equipment capabilities and quality control;
- Knowledge of Environmental Assessment Act, Waste Diversion Act, Environmental Protection Act and Regulations and other pertinent Legislation;
- Prior experience in a unionized municipal setting preferred;
- Knowledge/experience with staff supervision and budget preparation;
- Excellent communication and presentation skills;
- Demonstrated experience in Occupational Health and Safety requirements, WHMIS and Transportation of Dangerous Goods Act;
- Intermediate computer skills in Microsoft Office Suites (Word, Excel, Access, PowerPoint and Outlook);
- Valid Ontario "G" Driver's License required; and
- In accordance with County Policy, a Criminal Record Check that is acceptable to the County will be required as a condition of employment.

### **Key Performance Competencies:**

- Demonstrated ability to take action while exhibiting good judgment and a realistic understanding of the issues when rationalizing budget/purchases, scheduling work/delegation, handling public complaints; (judgment/decision-making/problem-solving)
- Demonstrated ability to discuss, explore acceptable alternatives, argue position, and gain agreement such as when negotiating the County's share of the Landfill site or the interpretation of Provincial/Federal Regulations with government regulators; (persuasion/influence)

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- Demonstrated ability to identify components of a project, determine cost/time requirements, develop the appropriate process/methodology, schedule work, arrange delivery of resources i.e. material/labour, and monitor project through completion; (resource/project management)
- Demonstrated ability to express ideas and present information clearly through the written and spoken word when facilitating public meetings, responding to sensitive and volatile issues with public/media, arguing position with contractors/government officials, presenting ideas/recommendations/written reports to Council and Committees; (oral and written communication/formal presentation and facilitation skills)
- Demonstrated ability to assess a situation, identify possible potential problems, and take corrective action, i.e. plan ahead for Council, Waste Management Committee and public meetings, by anticipating probable issues/complaints/unwanted outcomes and putting procedures in place to control events; (troubleshooting/planning and organizing workload)
- Demonstrated ability to work effectively with team/work groups to accomplish a specific organizational or departmental goal; work closely with other departments,, respect the needs and contributions of others and support the group decision i.e. staff meetings, steering committee meetings, and interdepartmental dependencies; (teamwork/collaboration)
- Demonstrated knowledge of safe work practices and awareness of conditions that affect employee/public safety i.e. exposure to chemicals/machinery; (safety awareness)
- Demonstrated ability to maintain confidences and promote an ethical work environment i.e. property information, compensation negotiations, City/Count ownership/management issues; (integrity/confidentiality) and
- Demonstrated ability to effectively manage and motivate staff i.e. hire staff, assess capabilities, assign duties/projects accordingly, monitor/evaluate work, provide constructive feedback, discipline. (coaching/staff development)

### **Working Conditions:**

- Work in a typical office environment (90%) with occasional travel to review recycling routes, attend Municipal Hazardous and Special Waste (MHSW) sites, perform waste audits, attend landfill sites/meetings/conferences, etc. (10%);
- Occasional exposure to chemical substances and noise due to machinery at sites;
- As needs arise, able to work past normal working hours;
- Carry a communications device for day to day work and when substituting on Emergency Control Group;
- Occasional requirement to travel overnight and drive a vehicle during working hours.

I have read this Job Description and understand the job requirements of this position and the expected standards of performance.

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Signature of Incumbent

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Date

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Signature of Department Head/Superintendent

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Date