

## **New Position – June 29, 2022**

### **POSITION DESCRIPTION**

**POSITION TITLE:** Operations Supervisor

**DEPARTMENT:** Westlock Waste Management Facility

#### **POSITION SUMMARY:**

Reporting to the Commission Manager, this person is responsible for supervising the daily operations at the Westlock Regional Waste Management by supervising and coordinating the work of employees assigned to them in the following areas: the Recycle Center, Transfer Station, Diversion area, and Landfill. This role is also responsible to ensure the maintenance of the machinery and equipment is kept in good order. In addition, this position is part of the management team and assists the Commission Manager with budget preparation and management, project planning and general administration duties related to their supervisory accountabilities.

#### **POSITION REPORTS TO:**

Commission Manager

#### **POSITIONS THAT REPORT DIRECTLY TO THIS POSITION:**

Number: 6-8 Full time and Part time

Titles: Landfill operators, Recycle Center Staff and PT labourers

#### **Key Accountabilities**

Under the general direction of the Commission Manager, the Site Supervisor is responsible for:

- supervision of all waste collection program activities
- supervision, promotion, and implementation of all recycling program activities
- create, revise, and implement Standard Operating Procedures for the Recycle Center, Transfer Station, Diversion area, and Landfill
- performing basic maintenance, or oversees proper maintenance, of machines and equipment on site.
  - note: demonstrates solid mechanical knowledge of landfill equipment
- responding in a timely manner to public questions and concerns
- ensuring a healthy and safe work environment in accordance with the Occupational Health and Safety guidelines
- completing and submitting injury investigation/workplace health & safety Commission equipment/property damage/hired equipment reports and ensuring daily equipment maintenance is performed and co-ordinate preventative maintenance

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- ensuring compliance at all Commission sites and to co-ordinate efforts with other facilities
- ensuring the Waste Management Facility operates in accordance with the “Registration” as issued by Alberta Environment and follows the operations plan and all applicable Provincial Legislation and Regulations
- monitoring of Litter Picking, mowing, tidying up in responsible area as well as other areas as required.
- assist in preparation of departmental budget and provide recommendations for capital expenditures
- other related duties as assigned

### **Leadership Responsibilities**

- Manages customer concerns with professionalism; brings issues forward to senior management as required.
- This position is a supervisor position and has authority for staffing decisions and related employment practices in their areas by:
  - ensure proper staffing levels and hire, train/mentor and plan the daily work schedules of employees
  - assist employees with site operations, work tasks and issues/concerns as required
  - ensure project goals and time frames are met, as well as prioritizing tasks as necessary
  - expected to collaborate alongside with employees should the site be short staffed
- Responsible for all Health and Safety reporting and follow-up and ensures that H&S policy concerns are brought to manager for any update or revision.
  - must adhere to all safety standards under the Occupational Health & Safety Act and pursuant regulations, Ensures Health and Safety policy is followed and that all appropriate documents are filled out and filed and turned into the Commission Manager as appropriate.
  - ensures all Landfill Policies and Procedures and WHMIS Guidelines are followed.
- Assist in the preparation of the records required for the “Registration” and complete necessary reports for the province (Alberta Environment), in addition to Completing the reporting and submissions turned in to office for the Alberta Recycling for the Recycle programs and site development.
- Assist Commission Manager with the yearly budget and reporting process.

### **Yard/Landfill Responsibilities:**

Specific to the Yard/Landfill, the Operations Supervisor is responsible for:

- daily site inspections, monitor facility productivity, litter control methods
- manages storage compounds and maintenance of recyclable materials
- ensures that the duties and operations of all equipment used in maintenance of roads, recycle areas, landfill, transfer stations, or any other facility under landfill responsibility are performed according to proper safety procedures
- perform manual labor as necessary, such as shoveling, lifting heavy objects, and trimming of brush and trees
- ensures proper preventative maintenance, repairs, and operation, of all equipment, according to current practice written procedures are performed and/or reported and collaborates directly with mechanic as necessary

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- ensures staff are oriented and familiar with all tools and equipment before use; operate equipment and tools wisely
- makes necessary repairs to signage, fencing, etc. as required
- Works directly with staff doing physical labor to ensure that all deadlines are met, this is not a desk and observation only position.
- **Must have good computer and reporting skills as most of our reports are computer based, including word and excel.**

### **WORK SCHEDULE:**

Days and hours may vary in accordance with requirements of the Facility and directives of the Manager and is based on forty (40) hours per week. Expected to arrive on site at least 30 minutes prior to opening.

### **CHARACTERISTICS OF THIS POSITION:**

#### **Authorities and Terms of Reference**

The Operations Supervisor provides front line operations services and guidance at the Regional Waste Facility. The Environmental Protection and Enhancement Act with its associated regulations, (the Waste Control Regulations) are the major statutes used in the administration of the Waste Management Facility. The Registration document and Operations Plan are key documents to ensure the facility is operating within compliance of the Statutes and Regulations.

#### **Decisions/Responsibilities**

The decisions and recommendations made by the Operations Supervisor are of an administration/operations nature. Administrative decisions are made independently in accordance with the Commission's policies and applicable legislation.

#### **Financial and/or material resource responsibility**

The Supervisor is responsible for the proper financial resources according to budget. Must follow Expenditure Policy accordingly.

### **REQUIRED QUALIFICATIONS OF THIS POSITION:**

- Community College Diploma in Environmental Science, Technology or Trade Certification along with 3-4 years experience in a supervisory capacity with solid supervisory skills. ***note: combination of education and experience will be considered***
- Current Alberta Landfill Operator Certificate (or the ability to obtain this certification within 1 year of hire date)
- 2+ years working experience in the operation of landfills, transfer sites and waste/recycling trucks is a definite asset (related experience will be considered)
- Excellent oral and written communication skills, ability to deal with the public in an effective and courteous manner and ability to compile various reports
- Must possess Alberta Class Five Drivers' License and provide an abstract.
- Working knowledge of applicable Provincial, Federal, and Municipal laws.
- Proficient in the use of Microsoft Office Suite
- Current and clear Criminal Record Check
- Experience using large and small equipment, Landfill packers, including dozers, skid steers, front end loaders, tractors, and lawn care equipment is an asset.
- Good understanding of mechanics and some mechanical abilities

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## **Additional considerations:**

- Must be physically fit (ability to do heavy work)
- Must be willing to work in all types of weather and working conditions outdoors
- Bondable
- TDG Certification and WHMIS Training
- First Aid/CPR certification
- Own form of transportation

Equivalencies may be considered

Updated Position: Operations Supervisor – June 2022

Approved: \_\_\_\_\_ Date: \_\_\_\_\_