



County Career

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Evergreen Commission Manager



Company Name: Evergreen Regional Waste Management Services Commission



Job Name: Commission Manager



Department / Division: Waste Management



Location: Lafond, Alberta



Start Date:



Closing Date: 29/05/2026

Job Description

The Evergreen Regional Waste Management Services Commission is a joint partnership between seven municipalities: the County of St. Paul, Town of St. Paul, County of Smoky Lake, Town of Smoky Lake, Town of Elk Point, Village of Vilna, and the Village of Waskatenau.

Thanks to this partnership, the Commission is a naturally collaborative entity, working towards a unified goal to provide responsible and sustainable waste management services to residents. Learn more about our locations and services through our website: evergreenwaste.ca/

Due to an upcoming retirement the Commission is seeking a qualified and experienced individual to fill the role of Commission Manager.

To thrive in this position, the successful candidate will:

- Be certified through Alberta Environment to operate a Class 2 landfill in the province of Alberta,
- Be familiar with interpreting and implementing the requirements in operations plans and approvals,
- Have experience in working with a commission board comprised of elected municipal representatives,
- Possess strong interpersonal skills to interact with staff, customers, municipal staff, and elected officials,
- Be committed to the health and safety of staff, contractors, and customers coming to the site,
- Be diligent ensuring that equipment is properly operated and maintained.

General administrative duties of the position are:

- Ensure all regulatory requirements are met and annual reporting is completed,
- Follow up on all Commission Board directives,

- Ensure Board meeting agendas are created and minutes are kept,
- Develop and present the annual budget and ensure the budget is followed,
- Develop policies and procedures and present those to the Board for approval,
- Hire, train, and assess the performance of staff,
- Be the first point of contact for waste disposal inquiries from customers, the public and municipal staff,
- Provide technical assistance to member municipalities on the operation of transfer station, class 3 landfills and various recycling/diversion initiatives,
- Seek opportunities to bring additional business to the landfill.

General operational duties of the position are:

- Ensure all monitoring requirements are met and data is collected and stored,
- Monitor and enforce the adherence of policies for staff and customers,
- Provide direct supervision to all staff on site (3 permanent and 1 part time),
- Provide for the screening of waste loads,
- Ensure waste is properly disposed of and compacted as well as covered,
- Develop work/holiday schedules,
- Ensure the site is kept clean and tidy.

Beneficial skills to possess:

- Experience in operating and maintaining a full range of landfill equipment,
- Strong reading comprehension in relation to technical reports and legislation,
- Must possess a valid class 5 drivers license (class 3 or 1 would be considered an asset),
- Proficient with computers including scale software,
- Excellent communication skills both written and verbal.

Working conditions:

This position is based at the Evergreen Regional Landfill and the Manager is required to be on site during regular operating hours (generally 5 days a week, 8 hours a day). It is expected that the Manager take a hands on approach to managing and running the landfill and will divide their time between inside and outside tasks as is required to successfully operate the site. Must be able to sit at a desk on a computer for long periods of time, conduct inspections of the site on foot, as well as being capable of lifting up to 50lbs.

Compensation:

This is a full time permanent position with a salary range of \$90,000 to \$110,000. Compensation within that range will be determined based on experience.

The Commission is pleased to offer a comprehensive benefits package and participation in the LAPP pension plan.

Interested?

Applicants can send a cover letter and resume to jobs@county.stpaul.ab.ca (mailto:jobs@county.stpaul.ab.ca). We thank everyone for their interest, but only those candidates that are shortlisted will be contacted.

Closing date for applications is May 29.

Admin: 780-645-3301 (tel:17806453301) | Public Works: 780-645-3006 (tel:17806453006) | Public Works Emergency After Hours: 780-645-0557 (tel:17806450557) | FCSS: 780-645-5311 (tel:17806455311)

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