

Position Posting



Manager, Waste and Environmental Programs
(1 Position Available)

LLOYDMINSTER

Term of Employment:	Full-Time, Continuing
Rate of Pay:	Out-of-Scope Management Grid Band 2
Current Location:	Operations Centre
Position Summary:	<p>Reporting to the Director of Environmental Services, the Manager of Waste and Environmental Programs provides oversight and strategic leadership to Landfill Operations and the City's public-facing environmental programs. Utilizing good foresight, this position is responsible for the department's long-term plans and overall sustainability. This position is responsible for ensuring compliance to current regulatory requirements and preparedness to meet upcoming requirements. Collaborative and people focused, this position is responsible for developing engaged and highly competent staff providing excellent service delivery. Utilizing technical expertise, public engagement skills and ability to develop strong working relationship with stakeholders, this position will be responsible for successful implementation and continuous improvement of the City's environmental programs.</p> <p>Leadership and Supervision</p> <ul style="list-style-type: none">• Manage professional and competency development of staff, ensuring staff develop the soft skills and technical competency needed to succeed in their roles.• Manage performance of staff through coaching, mentoring and performance reviews, while providing insightful, motivating and constructive feedback.• Encourages an environment which fosters respect and teamwork, while motivating employees to achieve team and City goals and objectives.• Creates a culture that values, supports, and reflects diversity, equity, and inclusion.• Ensures that staff has the information and tools required to effectively complete assigned tasks.• Undertakes the necessary steps involved with the hiring process; trains staff and ensures optimal performance from all assigned staff.• Oversee and manage the operations of the Landfill facility, ensuring the facility is in compliance with regulations, provides excellent customer service and operates in a manner that optimizes efficiency, resource recovery and waste diversion. <p>Safety and Environment</p> <ul style="list-style-type: none">• Assesses, review, and develops Standard Operating Procedure's (SOP's) to provide a safe environment and efficient operation of the Environmental Services team staff and the public.• Ensures that all staff are participating and are actively using the City's safety policies, procedures and systems.• Ensures regulatory compliance with all aspects of the facilities operations.

- Ensures compliance with risk management, emergency procedures, Occupational Health and Safety Standards and security measures.
- Actively participate and implement the City's Safety Management System.

Budget Management and Administration

- Procures and purchases goods and services in compliance with the City's financial policies.
- Monitors both revenues and expenditures against the budget to ensure compliance with the City's budget and Strategic Plan.
- Develops, recommends, monitors, and controls operations, and capital budgets for Landfill operations and Environmental programs.
- Determines departmental needs and recommends budget figures to the Director, Environmental Programs for final approval.
- Understand the implications of financial decisions and impact on the department.

Asset Management

- Maintain applicable asset management system for the department.
- On an ongoing basis, works to ensure that asset data (including asset age, condition, and replacement value) is reasonably complete, consistent, accurate, and up to date.
- Regularly analyzes maintenance and failure data for different asset classes to inform better lifecycle management and budgeting.
- Assists in the development of Asset Management Plans for asset classes within the scope of their responsibility.

Relationship Building

- Build and maintain strong stakeholder and customer relationships.
- Develops and maintains effective working relationship with the public, businesses, industries, and other stakeholders.


Communication and Customer Service

- Address customer inquiries, concerns, and feedback promptly and effectively.

Regulatory Compliance

- Act as the City's liaison with provincial regulatory agencies ensuring compliance to reporting, monitoring, permitting and other regulatory requirements.
- Implement the City's Environmental Monitoring Program for the active and historical landfills including consultant procurement and selection, coordination of field work, review results and final report, establishment of corrective actions, and report submission.
- Actively participate in scheduled regulatory inspection of the facility and ensure timely implementation of required corrective actions.

	<ul style="list-style-type: none"> • Develop and implement plans and/or programs to meet upcoming federal or provincial requirements related to waste management. • Fulfill requirements mandated by Saskatchewan Ministry of Environment through the facility’s Permit to Operate Waste Disposal Grounds. <p>Operations and Environmental Programs</p> <ul style="list-style-type: none"> • Develop and implement facility operations, maintenance and inspection programs, ensuring equipment and facilities are maintained on a regular basis, condition is assessed and needs for planned or emergency repairs are identified. • Procure, award, execute and actively manage multi-year service agreements to support delivery of services, operations, and regulatory compliance. • Develop policies and bylaws to support facility operations, establish rates and surcharges, and provide a framework for environmental program implementation. • Implement regular program evaluation, conduct data analysis, and implement action plans to address gaps and improve programs. • Collaborate with the City’s Communication team to develop and implement strategies to engage and educate the public on environmental programs. • Liaise with volunteer committees and community partners to organize community events such as Pitch-in Week and the annual Household Hazardous Waste Round-up. • Implement, continually evaluate, improve and expand the City’s environmental programs. • Identify and scope capital projects to support current operations, long-term planning, and overall facility and financial sustainability. • Implement Operations-led capital projects including planning, procurement, and project management. • Provide technical review and operational input on Engineering-led capital projects. Collaborate with Engineering on planning, procurement, design and construction management. <p>Other</p> <ul style="list-style-type: none"> • Attends evening and weekend meetings (as required). • Perform other duties assigned from time to time as required.
<p>Qualifications:</p>	<ul style="list-style-type: none"> • Post-secondary diploma in Environmental Science, Engineering or a closely related discipline from a recognized institution. • Minimum of 5 years of experience in Environmental Programming with 3 years of supervisory experience is required. • A combination of formal knowledge and experience may be considered. • Manager of Landfill Operations Certificate is considered an asset. • Class I Wastewater Collection Certification is considered an asset. • Ability to effectively lead and manage a team. Ability to troubleshoot with appropriate decision-making abilities. • Self-motivated with the ability to work independently with minimal direction.

	<ul style="list-style-type: none"> • Strong time management skills to balance changing priorities while maintaining accuracy. • Strong interpersonal skills that allow for the development of collegial working relationships at various levels both internally and externally; ability to resolve concerns or complaints. • Ability to maintain a high standard of ethics and confidentiality. • Demonstrated team player approach; ability to create an effective working environment for cohesion and staff retention. • Strong computer skills in areas such as Microsoft Suite including: Microsoft Outlook, Word, Excel • Ability of plan, direct, supervise and motivate the work of staff. • Strong communication and presentation skills, both written and verbal; the ability to speak clearly and concisely is essential. • Innovative, detail-oriented, methodical, self-motivated, strong analytical skills. • Ability to build and maintain effective working relationship with the public, businesses, industries, companies and other city departments with a strong focus on customer service. • Show passion for the work, sense of urgency, commitment to serve the people, customer and results focused. • Valid Class 5 Driver’s License, registered in Alberta or Saskatchewan with an acceptable Driver’s abstract is required. This position will be required to operate a personal or municipal vehicle for business purposes.
Pre-Employment Requirements:	<ul style="list-style-type: none"> • Satisfactory Criminal Record Check. • Successful applicant must provide proof of qualifications. • Applicants with international education will be required to include an Academic Credential Assessment with application.
Schedule:	<p>This position is office based, normal working hours are between 8:00 a.m. - 5:00 p.m. with the occasional requirement to work outside these standard hours. There are occasional requirements to work outside, be field based and be available on short notice for the normal working hours. Exposure to adverse weather conditions and potentially hazardous worksites also exist.</p>
Closing Date:	May 28, 2026
Posting Type:	Internal & External
Application Information:	<p>The City of Lloydminster is an equal opportunity employer. If you have questions or require further information on this position, please feel free to contact us. All applications must be sent to the Employee Relations team and received by the closing date.</p> <p style="text-align: center;"><u>Victoria Macvarish</u> HR Generalist, Employee Relations City of Lloydminster 4420-50 Avenue Lloydminster AB/SK T9V 0W2 Phone: 780-875-6184 Internal Candidate Email: employeerelations@lloydminster.ca External Candidates apply at: https://lloydminster.applytojob.com/apply</p>
Posted By:	 <hr style="width: 10%; margin-left: 0;"/> Kara Farrell Posting Date: 14-May-26

