

Solid Waste Manager

Edson, Alberta



Position Summary

Reporting to the General Manger of Infrastructure and Planning Services, the Solid Waste Manager is responsible for managing of all components of service delivery of the West Yellowhead Regional Waste Management Authority (WYRWMA) which includes the Regional Landfill site in Hinton. The Solid Waste Manager will also oversee the County's solid waste program which includes the County's transfer stations, solid waste collection and recycling.

Position Responsibilities

Managerial

- Manage and direct all the affairs of the WYRWMA in accordance with the intermunicipal partnership agreement and the policy and strategic direction of the Authority board.
- Support the board in its mission and decision making.
- Attend regular scheduled board meetings to present reports, recommendations and receive direction from the board.
- Develop and present request for decision items to the board on all matter of the WYRWMA.
- Facilitate the development of the Authority's strategic plan with outcomes and develop a business plan, budget and outcome measures to implement this strategic plan. Report regularly on the performance of the Authority against it's strategic, environmental, financial and operational outcomes.
- Develop, recommend and implement policies and programs to advance the mission and strategies of the Authority's board.
- Prepare and administer overall annual operating and capital budgets of the Authority. Communicate proposed rates and fees to customers and municipal partners.
- Be accountable for the managing of the overall operations of the regional solid waste system and submit regular reports and recommendations to the board. Annually, prepare a performance report to the board and its stakeholders.
- Present the authority decisions to municipal stakeholders, provincial government or others for advancement.
- Manage and direct all activities of the County's solid waste program including transfer stations, waste collection and recycling.
- Lead, facilitate and coordinate the planning and implementation of identified projects/programs including follow-up evaluations and recommendations for action.

- Develop, negotiate, and administer contracts between the WYRWMA and external service provider as required for the delivery of Waste and Recycling services.

Operational

- Oversee and manage all aspects of the regional landfill operation and the County's solid waste program.
- Operate and plan activities for the regional landfill as per Alberta Environment license requirements, including submitting reporting.
- Prepare and manage annual operating and capital budgets.
- Oversee regional landfill site operations to maximize landfill lifeair space, increase recycling/waste diversion and optimize financial returns.
- Approve within authorized limit, or recommend, contractor/consultant payments.
- Develop and manage the regional landfills closure and post closure plans and conduct environmental audits.
- Provide regular status reports to the Authority and its members on the regional landfill operations and financial performance.
- Coordinate with TAG (Technical Advisory Group) to ensure the effective operation and receipt of solid waste from each municipal partner.
- Keep current on waste management trends and programs to identify ongoing opportunities.

Supervisory

- Ensure smooth operations of the landfill on going construction, permitting, leachate management and special waste management.
- Coordinate the overall Landfill operations to ensure development and operations activities are in accordance with the landfill operations plan as authorized by Alberta Environment and Parks requirements.

Operational Support

- Respond to inquiries and complaints received from the public.
- Act as a liaison with all internal departments, engineering consultants and external agencies.
- Responsible to ensure that all book keeping (includes invoicing all customers and municipal partners, processing payments and preparing budget status reports) for the WYRWMA is kept current.
- Ensure all work is carried out in a safe manner as required by Council policy or legislation and report infractions to the Director of Infrastructure.

- Ability to identify opportunities for improvements and manage change.

Qualification, Knowledge, Skill & Ability Requirements

Education/Skills

- Possess a Class 2 Landfill operation certification in the Province of Alberta.
- Post -secondary education in a related discipline.
- Five (5) years of management experience in municipal waste management
- Five (5) years of experience in the solid waste management industry and knowledge of working/reporting to an elected board.
- Valid Class 5 driver license with completion of Defensive Driving.
- Strong knowledge of Microsoft Office.
- Strong organizational and interpersonal skills.
- Highly effective communicator.
- Encourage and promote collaboration.
- Strategic and pragmatic decision maker.
- Possess a high degree of personal initiative.

Working Environment

- Work is conducted in the office environment with some travel required.
- Must be willing to work additional hours as required.
- The pressures of dealing with multiple issues at any given time is moderate/high in intensity.

The salary range is \$110,264 to \$136,727 per year. Yellowhead County offers a competitive benefits package. This competition will remain open until a suitable candidate is found.

Please apply online at www.yhcounty.ca/jobs. *Thank you for your interest in Yellowhead County careers. At this time, we will only be contacting applicants who have been selected to move forward in the recruitment process. If you are selected, you will be contacted by Human Resources.*