



Position Title: OPERATIONS MANAGER

Position Reports To: General Manager of Landfill Operations

Date Approved:

Incumbent's Signature:

Date:

Supervisor Signature:

Date:

Position Summary:

Reporting to the General Manager of Landfill Operations, the Operations Manager is responsible for daily operational support and safety coordination at the Drumheller and District Solid Waste Management Association's (DDSWMA) Drumheller and District Regional Landfill (DDRL). This role assists with the day-to-day management of landfill operations, regulatory compliance, environmental monitoring, staff supervision, contractor coordination, customer service, and health and safety programs. The Operations Manager serves as a leader within the facility, ensuring operations are conducted in accordance with Alberta regulatory requirements, facility approvals, company policies, and industry best practices while maintaining high standards of environmental stewardship and operational excellence.

The position is a key part of the management team, assisting with budget preparation, special projects, and health and safety program delivery. The Operations Manager will be expected to be a main point of contact for operations and during absences of the General Manager of Landfill Operations. Key responsibilities include, but are not limited to the following:

Key Responsibilities:

Facility and Operations Management

- Supports the General Manager of Landfill Operations in development, implementation and assessment of services, programs and directives
- Assist with development and management of daily operations plans of the DDSWMA.
- Maintain, manage, and improve documentation of data collection required by regulatory bodies, contracts and all other stakeholders
- Ensures all operations are conducted in compliance with all regulatory bodies, in a safe and efficient manner at all times



- Maintain competence and knowledge of current acceptable regulatory and operating practices for landfills, recycling operations and OH&S requirements; advise of any required changes to Manager
- Coordinate with landfill operations contractor and scale house; promoting excellence in communication and customer service
- Assist in fire prevention, response, and reporting onsite.
- Conduct soil and water sampling as needed.
- Monitor site to prevent unauthorized scavenging.

Administration and Finance

- Manage inventory, equipment and facility maintenance, and meet service commitments efficiently.
- Coordinate for the sales of commodities
- Review budgets and provide recommendations to General Manager of Landfill Operations

Public Communication and Stakeholder Engagement

- Guide and educate customers in proper waste disposal practices and ensure prohibited items are not accepted.
- Educate staff and users on safe handling and disposal procedures
- Representing the organization to various stakeholders, including community organizations, media, and other levels of government.

Leadership and Human Resource Management

- Maintain safety as a top priority by enforcing guidelines, conducting safety meetings, and ensuring compliance.
- Deliver DDSWMA's Health and Safety Program and support daily documentation through the DDSMWA's digital safety program.
- Foster a productive and energized work environment, influences others to create a culture that motivates, challenges, and supports team members in their personal development and delivery of solutions and superior customer service.
- Arrange for and Participate in the recruitment and selection of prospective staff and ensure employee orientation, on-boarding, and training is complete.
- Evaluating the performance of departments and individuals, identifying areas for improvement, implementing corrective actions and identifying training needs.
- Provide on-going feedback and coaching (including formal performance reviews) and coaching conversations, training, development, recognition and pursue disciplinary progressive actions as required.
- Conduct audits and inspections; identify and coordinate repairs and budgetary needs
- Supervise site operations to achieve high standards of performance.



Reporting

- Manage all data required in preparation of reports for all stakeholders, including concise and accurate scaling data.
- Ensure accurate record-keeping, adhere to, develop, enhance and optimize company policies and local regulations.
- Submit Health and Safety compliance documentation to applicable authorities.
- Conduct, maintain and manage records and documentation of inspections, monitoring, and training.
- Review, maintain and manage operations reports; recommend and implement changes as required

Qualifications, Competencies and Abilities:

- High school diploma or equivalent; post-secondary education preferred.
- Alberta Landfill Operator Basics Certification or willingness to obtain within one year.
- 2-5 years of proven management or supervisory experience. A combination of landfill experience and supervisory experience may be considered.
- Strong proficiency in MS operating systems; working knowledge of scale software, POS systems is considered an asset.
- Knowledge of transportation regulations (i.e. TDG, weigh scales, etc.) considered an asset
- Strong knowledge of OH&S and environmental regulations.
- Valid Criminal Record Check.
- Proven ability to communicate effectively, both verbally and in writing, with co-workers and members of the public,
- Demonstrated strong leadership capacity and team development abilities
- Passionate leadership in team development, safety culture, environmental stewardship, operational excellence, regulatory compliance, communication and collaboration, problem solving and decision making, planning and organization, accountability and integrity, and relationship building
- Reliable, responsible, able to work independently and prioritize assignments and workload
- Demonstrated sound, logical thinking, reasoning and judgement skills, while paying attention to details
- Retrain as legislative requirements change
- Physical ability to conduct site inspections and navigate active landfill operations.
- Valid Alberta Class 5 Driver's License and clean driver's abstract.
- Ability to utilize small equipment (i.e. skid steer, pumps, etc.) is considered an asset.



Working Conditions:

- This position works a standard 40 hour, 5-day work week, Monday to Friday. Hours of work and schedule may vary based on operational requirements, emergencies, or environmental conditions.
- Occasional after-hours and emergency response responsibilities.
- The role involves a combination of office and outdoor field work in varying weather conditions and may include physical demands such as lifting, walking on uneven surfaces, and exposure to heavy equipment, vehicles, waste materials, dust, noise, and landfill environments.
- This position may allow for limited hybrid options

Health and Safety Hazards

- Workplace violence and harassment
- Ergonomics
- Hazardous materials
- Crush points, heavy manual lifting
- Chemical and asbestos exposure
- Vehicle accidents and biohazards
- Working alone
- Temperature extremes
- Slips, trips, and falls
- Ergonomics
- Psychosocial
- Fires, Odours, airborne particles/dust

Remuneration:

- TBD