



qathet REGIONAL DISTRICT

Located approximately 175 km north of Vancouver on the Salish Sea, the qathet Regional District is home to over 20,000 people. The majestic coastal firs and mountain wilderness play as a backdrop to a vibrant and multi-faceted coastal community. The area boasts a multitude of festivals and various opportunities to partake in or enjoy fine arts, music and theatre. There is also an abundance of sport and outdoor recreation opportunities from hiking, cycling, engine-powered trailing, horseback riding, hunting, as well as deep sea or inland lake fishing. The community has an opportunistic education system and complementary facilities for education, recreation and the arts, which are second to none.

A pivotal leadership role in planning, organizing and directing capital assets and strategic planning is available as:

MANAGER OF ENVIRONMENTAL SERVICES

Are you a professional that is passionate about public service and contributing to your community? Do you thrive in a fast-paced environment, where constant improvement and transition is the norm? We require an experienced, professional individual to oversee activities for our new Resource Recovery Centre (RRC). The position covers a wide range of duties related to Solid Waste Management, Greenhouse Gas Reduction strategies, overseeing RRC operations and maintenance, development of financial strategies and grant applications, and liaising with government peers and overseeing public education.

Adept at providing guidance and leading others, you will oversee a number of staff and contractual workers in providing these important regional services to our residents. You will also play a significant role in developing the annual work plans and budgets for the RRC, as well as compiling related performance projections and reports. You will demonstrate a strong emphasis on communications and financial accountability. Comfortable in a public forum, you will represent the division at stakeholder engagements and public meetings, integrate goals and targets for the Solid Waste Management process, and be a part of the team that works towards the long-term goal of having Zero Waste to disposal for waste export.

A full Job Description is available upon request

The qathet Regional District offers a competitive wage and benefit package. There is no closing date for this position; it will remain open until a suitable candidate is found. Interested candidates are requested to submit a covering letter and résumé detailing experience and qualifications pertinent to this position, marked "Confidential", to:

qathet Regional District
#202 – 4675 Marine Avenue
Powell River, BC V8A 2L2
ATTN: Arnold Schwabe, Manager of
Asset Management & Strategic Initiatives
Email: employment@qathet.ca
Fax: (604) 485-2216

All applicants are thanked for their interest and advised that only those candidates selected for an interview will be contacted.



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Job Description Manager of Environmental Services

Department	Asset Management and Strategic Initiatives
Reports To	Manager of Asset Management and Strategic Initiatives
Job Description Approval Date	May 2023
Job Description Approved By	Al Radke

POSITION & DEPARTMENT SUMMARY:

Serving as a functional specialist, the Manager of Environmental Services is a front-line manager responsible for leading and managing the Environmental Services Division within the Asset Management and Strategic Initiatives Department. The Manager of Environmental Services is accountable for ensuring Regional District environmental services are carried out as directed by the Manager of Asset Management and Strategic Initiatives, who is ultimately accountable for achieving the strategic direction set by the Regional District Board and CAO for the Department.

The Manager of Environmental Services position is regional in scope, serving the qathet Regional District, the City of Powell River, and Tla'amin Nation; local government partners working together to fulfill the goals and objectives within the Regional Solid Waste Management Plan (SWMP). Under the direction of the Manager of Asset Management and Strategic Initiatives, the Environmental Services Division is accountable for providing a wide range of services in relation to the planning, management, evaluation, and delivery oversight of functional elements of waste management. The Manager is also responsible for advancing the goals and objectives of the Regional District's Greenhouse Gas (GHG) Reduction Strategy, and other strategic environmental initiatives.

A primary area of focus for the Manager of Environmental Services is the management and administration of the Resource Recovery Centre (RCC), which is inclusive of a commercial waste transfer station, extended producer responsibility (EPR) building and various union and non-union facility operations. The Manager directs and oversees the work of three direct reports (i.e. Regional District unionized personnel inclusive of the RRC Supervisor/Diversion Specialist and two Scale Attendants), and manages multiple third-party contractors, to ensure the efficient delivery of services as per established levels of services.

This position involves the management and administration of numerous contracts required to achieve solid waste and environmental mandates and entails a high level of public and stakeholder engagement. In addition, the Manager of Environmental Services is also accountable for the promotion and education of programs and initiatives (e.g., Let's Talk Trash Educational Services) intended to further the goals of the SWMP, the GHG Reduction Strategy, and regional environmental stewardship and sustainability.

KEY DUTIES AND RESPONSIBILITIES

Environmental Standards, Plans and Strategies

The Manager of Environmental Services serves as a technical advisor for the Regional District and partnering local stakeholders regarding environmental standards, plans, and strategy development that aim to reduce waste per capital, support greenhouse gas reduction, and promote environmental and economical sustainability.

1. Leads ongoing regional planning processes related to fulfilling the region's long-term goal to having Zero Waste to disposal for waste export. Manages, and contributes to the preparation and maintenance of applicable strategy documents to guide regional environmental activities and decision-making processes (e.g., Solid Waste Management Plan (SWMP), Greenhouse Gas (GHG) Reduction Strategy, etc.). Leads the development, maintenance, and administration of applicable Regional District Bylaws and policies.
2. Ensures SWMP and the Greenhouse Gas Reduction Strategy, associated activities, and operations are in accordance with the provincial Environmental Management Act and other applicable legislative and regulatory requirements including operational certificates, licenses, provincial/regional guiding principles for solid waste management planning, BC Climate Action Charter, and Regional District bylaws.
3. Facilitates and oversees the administration of the Solid Waste Management Plan Monitoring Advisory Committee (SWMPMAC) on behalf of solid waste management regional stakeholders, as per established Terms of Reference. Chairs and/or participates on assigned local advisory committees (e.g., Evasive Plant Technical Review Committee) to further advance goals of SWMP, GHG reduction, and other environmental initiatives.
4. Contributes to the development, implementation, and evaluation of standards to guide environmental practices adopted by the Regional District and partnering stakeholders, including but not limited to, solid waste management, recycling, and greenhouse gas reduction
5. Integrates annual goals and targets associated with advancing the SWMP and GHG Reduction Strategy into Environmental Services Annual Work Plans, as directed by the Manager of Asset Management and Strategic Initiatives. Directs, coordinates, and oversees work to be performed by Environmental Services personnel, and external contractors, to fulfill Annual Work Plan deliverables.

6. Coordinates public and stakeholder engagement activities associated with environmental projects, as directed by the Manager of Asset Management and Strategic Initiatives and the Regional District Board. Ensures public engagement opportunities are in accordance with the SWMP and the Regional District's corporate communications and public engagement policy.
7. Contributes to the development and maintenance of short- and long-term financial strategies to finance the future of regional solid waste management based on, including but not limited to, tipping fees and revenue from taxation. Ensures financial model and strategies align with the goals and objectives of the SWMP.
8. Prepares and/or oversees the development of grant applications and ensures grant administration and reporting requirements are met as per Regional District and funder requirements. Researches alternative funding opportunities, and availability of federal, provincial, and local grants.
9. Ensures Regional District-owned solid waste management and recycling properties/facilities are well maintained. Coordinates planned maintenance activities, as per the applicable Regional District Planned Maintenance Program. Coordinates and manages work order requests pertaining to unplanned maintenance requirements.
10. Provides regular updates to the Manager of Asset Management & Strategic Initiatives, the Chief Administrative Officer (CAO), and the Regional District Board, as directed. Ensures the preparation of the Regional District's Annual Solid Waste Management Report.
11. Stays abreast of solid waste management best practices, requirements of regulatory bodies; and the strategic direction set by government agencies, consumer, and advocacy associations, etc. Participates in advocacy opportunities, as per the scope of the position, on behalf of the Regional District and participating partners. Attends regional and provincial solid waste management association meetings and conferences.
12. Maintains master listing of regional municipal solid waste management stakeholders (participants/organizations) along with associated roles and responsibilities. Coordinates internal and external stakeholder engagement opportunities to seek input into regional environmental strategic initiatives. Analyzes stakeholder input, conducts research, coordinates studies, and prepares recommendations and strategies for consideration by the Regional District and participating stakeholders.

Waste Management Functional Elements

The Manager of Environmental Services is accountable for managing / overseeing the continuum of functional elements of waste management, within scope of the position and expertise, on behalf of the Regional District and partnering stakeholders.

13. Provides leadership and expertise, within a local/regional context, regarding the promotion of the solid waste hierarchy: reduce, reuse, recycle, recover, and landfilling.

14. Supports the provision of Product Stewardship programs in the Regional District.
15. Waste Prevention and GHG Reduction Strategies: Functions include:
 - a. Develops, implements, and manages community awareness and environmental educational services, programs, and initiatives provided by internal or external sources that support Regional District and participating partners' goals and strategies related to solid waste management and environmental sustainability.
 - b. Ensures education and promotion activities align with SWMP and GHG Strategy goals and areas of focus and monitors, evaluates, and reports ongoing effectiveness.
 - c. Prepares and presents presentations to a wide range of audiences promoting and educating on topics related to solid waste management.
16. Solid Waste and GHG Generation: Functions include:
 - a. Establishes and maintains waste and GHG composition data to identify, monitor, report, and analyze waste and GHG generation sectors (e.g., homes, businesses, institutions, construction, demolition, land clearing) and related volumes/weight for same.
 - b. Conducts, or oversees, waste and GHG audits as per SWMP and GHG Reduction Strategy.
 - c. Organizes and analyzes data to prepare recommendations and inform reporting.
17. Waste Collection (Recovery): Functions include:
 - a. Liaises with local government partners regarding curbside programming to coordinate delivery of collected waste.
 - b. Ensures curbside programs meet tipping, diversion, and disposal requirements of the qathet Regional District.
 - c. Determines measures for monitoring, assessing, and reporting GHG impact related to waste collection services and activities.
18. Diversion System: Functions include:
 - a. Assesses available provincial EPR programs, organics, available local material collections, as per the SWMP, to determine feasibility (e.g., financial, facility capacity, etc.).
 - b. Facilitates and/or operationalizes the implementation of provincial EPR programs, organics, available local material collections, as per the direction of the Regional District Board.
 - c. Liaises with province's Minister of Environment to remain current on all provincial opportunities in the pipeline, and forecasts future material diversion strategies/systems. Serves as an advocate regarding BC Product Stewardship initiatives.
 - d. Determines measures for monitoring, assessing, and reporting GHG impact related to diversion system.

19. Disposal System: Functions include:
 - a. Provides oversight of current private residual waste transfer station, and the transition to public residual waste transfer station located at the RCC.
 - b. Manages public residual waste transfer station.
 - c. Liaises with local government partners regarding identified abandoned landfill sites, and reports to the Ministry of Environment. Leads landfill closure planning processes. Contributes to, or contracts, the development of landfill closure plans. Ensures landfill closures comply with the regional SWMP, and legislative and regulatory requirements. Coordinates internal monitoring of landfill closure activities with the Regional District's Operational Services Department.
 - d. Determines measures for monitoring, assessing, and reporting GHG impact related to disposal system.

20. Ensures systems for the collection of required data to support internal, regional, provincial, and federal reporting requirements. Reviews and analyzes solid waste and recycling data and reports. Provides data in a format acceptable to the Regional District's Financial Services department. Collaborates with Financial Services personnel to support solid waste financial administrative functions.

21. Coordinates the planning, development, implementation, and maintenance of emergency response and disaster plans with the Emergency Services Department, and other applicable stakeholders, to ensure operations associated with critical elements of the solid waste management continuum are addressed during emergency conditions.

22. Conducts and/or oversees contracted scheduled waste audits as per the SWMP to assess materials that could be recycled, composted, or diverted from landfills. Identifies successes, opportunities for efficiencies, continuous improvements, and potential innovations regarding waste management and green house reduction practices.

Resource Recovery Centre (RRC) Management and Administration

The Manager of Environmental Services is accountable for the overall management and operational oversight of the Regional District's Resource Recovery Centre (RRC). The RRC is deemed a multiple employer facility, and is inclusive of a commercial waste transfer station, extended producer responsibility (EPR) building and various union and non-union facility operations.

23. Ensures all RRC operational activities continually align with the goals and objectives of the Regional SWMP and increase the local area's diversion capacity. Actively promotes a culture of Zero Waste to disposal for waste export with the public, employees, contractors, and other stakeholders.

24. Establishes and maintains RRC as a place of business as per established hours of operation. Ensures availability and functionality of all required technological, administrative, office, and financial equipment.
25. Develops annual RRC budget in collaboration with the Manager of Asset Management and Strategic Initiatives. Monitors and ensures RRC financial transactions, tipping fee collection, and reporting are in accordance with the Regional District's financial control and risk management procedures and practices and approved annual budget.
26. Monitors financial transactions processed by RRC Scale Attendants to ensure weights match tipping fees collected and proper rates are charged as per material stream (e.g., clean wood, metal, residual garbage, etc.) and the approved fee schedule.
27. Maintains a high functioning working relationships with designated Regional District corporate and operations personnel to ensure ongoing business continuity, facility/infrastructure maintenance, asset management, and safety. Coordinates infrastructure and grounds maintenance services with the Regional District's Operational Services Department.
28. Develops, implements, and evaluates operational plans, policies, and procedures governing the day-to-day operations of the RRC. Collaborates with the RRC Site Supervisor and Site Contractor(s) to establish and maintain systems and protocols to continuously ensure the safe, well-coordinated, and efficient flow of work across RRC operations.
29. Manages Regional District RRC employees. Directs and monitors ongoing RRC work planning activities (i.e., daily, weekly, monthly, and annual) with the RRC Site Supervisor / Diversion Specialist.
30. Collaborates with Site Contractor(s) regarding any personnel or safety matters, as per the scope of established contracts, roles, and responsibilities.
31. Ensures the ongoing coordination of workplace safety as per multiple employer workplace OH&S legislative requirements and the qathet Regional District Contractor Safety Management Program. Carries out management OH&S legislative requirements, including participation on the RRC Joint Health and Safety Committee.
32. Coordinates and oversees on-site restore/free store operated by local not-for-profit organizations in partnership with the Regional District. Negotiates, manages, administers, and evaluates agreements. Ensures provider participation in OH&S Program.
33. Coordinates the administration of reporting requirements related to RRC operations. Monitors daily trends of RRC usage as per waste generation sectors and related volumes. Ensures RRC on-site records are maintained as per the Regional District's Records and Information Management (RIM) Program.

Solid Waste Management & Recycling Contracted Services

Solid waste management and recycling contracts pertain to the collection, diversion and disposal operations of regional solid waste and recyclables, as per the SWMP.

34. Negotiates and administers numerous contracts, agreements, MOU's, etc. with multiple stakeholders throughout the region related to the continuum of functional elements of waste management, facilities, and equipment. Contract topics include, but are not limited to, Resource Recovery Center (RRC) contracted (and volunteer) services, recycling depots, waste and organics collection, transfer station services, waste and recycling transportation and delivery, disposal services, prevention and awareness programs and initiatives, etc.
35. Maintains knowledge of the SWMP in relation to solid waste management and recycling contract terms and deliverables. Manages, monitors, and evaluates the ongoing delivery of contracted services. Ensures understanding of contracted levels of services to be provided by contractors, along with the operational measures on which contractor performance will be monitored and evaluated. Administers processing of contractor payments as per specified payment terms.
36. Develops and fosters strong working relationships with contractors, and contractor designates, to ensure Regional District solid waste management and recycling objectives are met. Establishes and maintains monitoring and reporting systems with contractors based on contract deliverables and measures on which contractor performance will be measured. Consults with contractors to address any anomalies related to the delivery of services and/or the reporting of services provided.
37. Conducts site visits of Contractor operations. Collaborates with Contractors, or Contractor designates, regarding operational matters within the scope of contracted services and deliverables.
38. Participates in contract evaluation and renewal processes lead by the Asset Management & Strategic Initiatives Department. Makes recommendations regarding contracted services.

Regional District Operational Support Services

39. Identifies/inventories, qualifies, and quantifies natural assets within the Regional District. Identifies natural attributes that are providing GHG reductions and offsets. Performs environmental accounting and reporting on behalf of the Regional District. Communicates importance and value of natural assets to the Regional District Board and stakeholders.
40. Collaborates with Regional District Department managers and personnel to conduct ongoing departmental analyses of Regional District Services (e.g., Regional District Parks Service) to identify and analyze opportunities for reducing waste and greenhouse gas. Formulates recommendations that support departmental infrastructure and operational planning processes and practices.
41. Contributes to the ongoing collection, processing, and analysis of data required to support decision-making processes associated with the Regional District's Asset Management

Program. Contributes to technical assessments to support day-to-day operational decisions across the organization (e.g., Operational Services, Planning Services, etc.).

42. Prepares reports, plans, supporting documentation, presentations, and other communication tools within scope of practice.

CORE MANAGEMENT ACCOUNTABILITY

The Manager of Environmental Services is accountable for ensuring the achievement of the Division's mandate through effective leadership and management.

1. Participates in Regional District strategic planning initiatives, as directed by the Chief Administrative Officer (CAO). Supports the Manager of Asset Management and Strategic Initiatives in fulfilling departmental strategic goals and actions associated with multi-year corporate plans to ensure the strategic direction set by the Regional District Board is realized.
2. Ensures Environmental Services core service offerings are fully operationalized. Develops and maintains Environmental Services Division Annual Work Plans, in collaboration with the Manager of Asset Management and Strategic Initiatives. Manages the effective organization, scheduling, and delegation of work required for Environmental Services personnel to successfully achieve Annual Work Plan deliverables, and monitors progress towards achievement.
3. Develops the Environmental Services Division's Annual Operating and Capital Budget in consultation with the Manager of Asset Management and Strategic Initiatives, and the Manager of Financial Services. Monitors Environmental Services expenditures to ensure adherence to approved Budget(s). Ensures adherence to the organization's financial control practices, policies, the Regional District's Fees and Services Bylaw(s).
4. Manages the day-to-day work performed within the Environmental Services Division to ensure activities are congruent with the achievement of the Division's mandate, intended levels of services, goals, strategic priorities, Annual Work Plans, and approved Budget(s). Ensures activities are in accordance with applicable legislative and regulatory requirements, the Bylaws and policies of the Regional District, organizational quality standards, and industry best practices. Ensures planned activities and delegation of work complies with the Collective Agreement.
5. Prepares, and/or oversees the preparation of, reports, briefs, statistical summaries, background documentation, and presentation materials required to support the Regional District Board and committees, as directed by the Manager of Asset Management and Strategic Initiatives. Ensures reports and materials are prepared in accordance with organizational standards. At the direction of the Manager of Asset Management and Strategic Initiatives, attends Board or committee meetings and provides input.
6. Ensures Environmental Services Division's records management practices are performed in accordance with corporate records management policies, and as per the Records

Information Management (RIM) Program adopted by the Regional District (i.e., Local Government Management Association (LGMA) Model Classification and Retention Schedule). Ensures records accurately reflect Division activities.

7. Performs Division Manager core personnel management functions (e.g., recruitment and selection, training and development, performance management, Occupational Health & Safety, employee discipline, etc.), as per standardized Regional District human resource management practices and policies. Ensures personnel management activities are performed in accordance with the Collective Agreement.
8. Leads by example. Fosters performance and customer service excellence. Promotes a healthy and safe work environment. Promotes and demonstrates commitment to the organization's core values and contributes to a positive organizational culture.
9. Maintains effective and appropriate working relationships with elected officials and external stakeholders (e.g., First Nations; local, provincial, and federal level governments; other public agencies; community and private sector organizations; service providers, etc.), in order to successfully accomplish Regional District objectives. Represents the Regional District at stakeholder led meetings, advisory committees, and ad hoc committees, as assigned and directed by the Chief Administrative Officer (CAO). Collaborates with CAO and senior management team to identify, plan and implement Regional District led stakeholder engagement opportunities in support of Regional District business, and to foster stakeholder and public relations. Participates in, leads, and/or facilitates Regional District led advisory or ad hoc committees, as directed by the CAO.
10. Serves on the Regional District's Emergency Operations Centre (EOC) team during drills, training, emergencies and disasters.

EDUCATION, EXPERIENCE, & TRAINING:

1. Post-secondary education or related discipline relative to services managed under this position (i.e., Environmental Sciences, Environmental Engineering, Bachelor of Science), or an equivalent combination of related training and experience
2. SWANA Transfer Station Management Certified
3. Minimum of five years' of progressive management, operation, and maintenance of environmental services and programs in a local government environment
4. Certification(s) relevant to the position regarding environmental services practices; GHG reduction strategies and accounting practices; and project management considered an asset
5. Experience in public engagement processes considered an asset
6. Holds a valid BC Driver's License (Class 5)

KNOWLEDGE, SKILLS & ABILITIES:

1. Demonstrates extensive knowledge of federal and provincial legislative and regulatory requirements applicable to local/municipal government solid waste management and greenhouse reduction
2. Demonstrates knowledge of local government environmental services best practices
3. Demonstrates strong contract negotiation, administration, and management skills
4. Demonstrates exemplary program and project management, planning, organizational, and budgeting skills, as well as the ability to effectively delegate and manage multiple projects
5. Demonstrates strong interpersonal and communication skills, strong conflict management skills, and the ability to engage multiple internal and external stakeholders
6. Demonstrates strong facilitation, consultation, and meeting skills, as well as the ability to make presentations to a variety of audiences
7. Knowledge of applications associated with positional requirements (e.g. Microsoft® Office Suite, etc.)
8. Demonstrates proficiency in writing/producing technical and analytical reports, grant applications/reports, and presentations, appropriate for varied audiences
9. Demonstrates ability to lead, coach, manage, foster teamwork and collaboration, and mentor staff, and the ability to establish and maintain networks/working relationships to advance common goals
10. Demonstrates sound judgement, analytical, and problem-solving skills required to make good decisions
11. Demonstrates initiative and seeks innovative ideas or solutions to complex problems
12. Demonstrates sound delegation skills required to achieve desired outcomes
13. Demonstrates exceptional time management skills, and the ability to effectively manage and multi-task numerous projects, daily operations, and engagements
14. Demonstrates a high degree of accuracy, and thoroughness, with a strong attention to detail

15. Demonstrates a high degree of personal initiative, integrity, professionalism, and political sensitivity
16. Ability to lift, carry or organize equipment and supplies as required

This position description has been designed to serve as a guide for the individual holding the position and for those managing and evaluating the work performed by this individual. It is in no way intended to include all the daily or ongoing tasks associated with the position, nor is it intended to be an all-inclusive list of required knowledge, skills and abilities.