



Waste Diversion Supervisor – Full Time

The qathet Regional District (qRD) is seeking a dedicated and enthusiastic Waste Diversion Supervisor to join our team as we prepare to open our all-new regional solid waste Resource Recovery Centre (RRC). Reporting to the Manager of Environmental Services, the Waste Diversion Supervisor will be entrusted with the crucial task of steering waste diversion initiatives and ensuring the efficient and responsible handling of materials within the qRD.

The role encompasses a diverse range of responsibilities: from navigating waste management regulations, to fostering community engagement, to driving innovation in recycling technologies and promoting circular economy initiatives. Overseeing the diversion of reusables out of the waste stream, you will supervise personnel at our RRC and coordinate with contractors on efficient material diversion, transport logistics, and site operation and maintenance.

Excellent supervisory, communication, interpersonal, and customer service skills are required, as well as strong working knowledge of the solid waste industry and best practices. The Waste Diversion Supervisor will:

- Operate within the set goals of the RRC, adapt to ever evolving material streams and regulations, and provide personnel ongoing training and professional development to maximize our diversion efforts.
- Identify new opportunities for local diversion and implement changes in collection practices.
- Promote the reduction of waste at the source, through the coordination and delivery of targeted outreach programs for the public and producers.

Qualifications / Requirements

Preferred:

- Completion of post-secondary education in Environmental Studies, or a related discipline, or an equivalent combination of qualifications and experience as determined by the Regional District.
- Experience and knowledge of solid waste and recycling practices, preferably in a local government setting.
- Experience coordinating and/or delivering public awareness and outreach programs.
- Solid Waste Association of North America's Managing Recycling Systems certification or the ability to obtain it within 6 months.
- Solid Waste Association of North America's Zero Waste Principles & Practices certification or the ability to obtain it within 6 months.

Required:

- Solid Waste Association of North America's Transfer Station Management certification or the ability to obtain it within 6 months.
- Minimum of two (2) years of supervisory experience, preferably in a union environment.
- Proficient in Microsoft Office software for word processing, spreadsheets, and databases.
- Class 5 BC Driver's License.



Open Until Position Filled

This position will remain open until a suitable candidate is found. The qRD will begin reviewing applications on April 15, 2024.

Interested applicants are invited to submit a covering letter and resume detailing experience and qualifications pertinent to this position to:

qathet Regional District
202 – 4675 Marine Avenue
Powell River, BC V8A 2L2
Attn: Jason Kouwenhoven, Manager of Environmental Services
Email: employment@qathet.ca

The wage for this position is \$43.02 per hour. The position will be 40 hours per week with hours of work expected to be 8:00 am to 5:00 pm, with a five day continuous shift between Monday and Saturday (days are still to be determined), to support facility operations.

The position is subject to the CUPE Local 798 Collective Agreement.

For detailed information on the position, please refer to the full Job Description on our website at: qathet.ca/careers

We thank all applicants for their interest. However, only those selected for an interview will be contacted.



Job Description
Waste Diversion Supervisor

Department	Environmental Services Division, Asset Management and Strategic Initiatives
Reports To	Manager of Environmental Services
Job Description Approval Date	March 14, 2024
Job Description Approved By	Al Radke, CAO

POSITION & DEPARTMENT SUMMARY:

Under the direct supervision of the Manager of Environmental Services, the Waste Diversion Supervisor is a unionized position responsible for serving as a technical specialist for the Regional District regarding waste diversion and residual waste practices that aim to reduce waste per capita, support greenhouse gas reduction, and promote environmental and economic sustainability. The Environmental Services Division, within the Asset Management and Strategic Initiatives Department, plans, manages, evaluates, and oversees delivery of functional elements of waste management.

The Waste Diversion Supervisor’s primary role is to apply technical expertise through the daily supervision of waste diversion activities at the Resource Recovery Centre (RRC) and off-site Recycle Depots. 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. This position is responsible for ensuring compliance with regulatory requirements, developing and implementing EPR programs, and overseeing the efficient daily operations associated with the scale house, recycling depots, EPR building, reuse/free store, etc. to ensure waste diversion goals are met. In collaboration with the Manager of Environmental Services, the Waste Diversion Supervisor is responsible for the planning and supervision of daily activities carried out by qathet Regional District RRC unionized employees.

In addition to overseeing and directing diversion activities, the Waste Diversion Supervisor position is accountable for promoting the reduction of waste at the source, through the coordination and delivery of targeted outreach programs. Activities and events are held at the RRC Training Centre and within the community, as per approved work plans and the direction of the Manager of Environmental Services.

KEY DUTIES AND RESPONSIBILITIES

Environmental Standards, Plans and Strategies

1. 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.
2. Supports ongoing regional planning and stakeholder engagement processes and activities related to fulfilling the region's long-term goal to having zero waste to disposal for waste export. Contributes to the preparation and maintenance of applicable strategy and policy documents to guide regional environmental activities and decision-making processes (e.g., Solid Waste Management Plan (SWMP), Greenhouse Gas (GHG) Reduction Strategy, applicable Regional District Bylaws and policies, etc.).
3. Liaises with other Regional Districts and local government staff to keep abreast of ongoing initiatives and ensure consistency addressing the opportunities and challenges of managing solid waste and building a circular economy.
4. Provides ongoing support services to the Manager of Environmental Services regarding activities related to the planning, monitoring, reporting, and evaluation of the Regional District's waste management program and associated services.

Resource Recovery Centre (RRC) and Off-Site Recycle Depots

5. Leads by example. Fosters performance and customer service excellence throughout RRC operations.
6. Promotes and demonstrates commitment to the organization's and RRC's core values, goals and objectives, and contributes to a positive organizational culture.
7. Promotes a healthy and safe work environment. Coordinates RRC Health and Safety Management System requirements with the Regional District's Occupational Health and Safety Coordinator.
8. Develops and implements EPR programs targeted to reduce the environmental footprint of products, promote recycling, and foster a circular economy by encouraging producers to take responsibility for the entire life cycle of their products. Functions related to:
 - a. Determining which products fall under the each EPR program, considering factors like environmental impact and recyclability.
 - b. Regularly reviewing and updating the list of products covered by the program.
 - c. Collaborating with producers to set up collection systems for the designated products.

- d. Coordinating the systems and logistics for the collection and transportation of materials to appropriate recycling facilities.
 - e. Coordinating public awareness campaigns to educate consumers about the proper disposal and recycling of products covered by the EPR program.
 - f. Engaging with local communities, non-government organizations (NGOs), and other stakeholders to build support for the program.
 - g. Tracking and monitoring the collection and recycling of designated products.
 - h. Analyzing data to evaluate the effectiveness of the program and identify areas for improvement.
 - i. Evaluating the environmental impact of the EPR program and making adjustments to enhance sustainability.
 - j. Conducting regular audits to ensure producers comply with program requirements.
 - k. Serving as an advocate for initiatives that strengthen EPR programs.
9. Supervises day-to-day recycle operations within the EPR Building and on-site to ensure Regional EPR objectives are met in collaboration with Depot Attendants. Performs material inspections and contributes to the sorting of EPR materials. Ensures adherence to proper diversion practices and ongoing cleanliness of facility.
10. Supports the supervision of Recycling Depots beyond the RRC, including locations at Black Point, Tla'Amin, Lund, Gillies Bay, Van Anda, and Lasqueti Island. Conducts regular site inspections to ensure compliance and operational efficiency. Coordinates ongoing site maintenance activities to uphold organizational standards of each Recycling Depot.
11. Oversees operations and the diversion of materials to the Re-Store / Free-Store. Coordinates daily activities with Re-Store / Free-Store operator and attendants. Maintains diligent oversight of inventory movements in and out of the facility.
12. Supervises activities carried out by Scale House Attendants. Functions relate to:
- a. Educating Scale House Attendants on the proper sorting and allocation of materials on-site.
 - b. Monitoring transactions processed by Scale House Attendants to ensure weights are recorded accurately and proper rates are charged as per material stream and the approved fee schedule.
 - c. Developing work schedules and coordinating and reviewing staffing requirements.
 - d. Providing backup support when necessary.
 - e. Assisting in generating reports for Finance.

13. Supervises daily Waste Diversion operational activities carried out by contracted service provider. Functions relate to:
 - a. Collaborating with contractors to ensure the efficient operation and maintenance of the site, including overseeing material movement and maintaining cleanliness.
 - b. Providing direction to personnel, contractors, and the public on proper material sorting to designated areas for diversion purposes.
 - c. Supervising and advising on the accurate sorting of various materials to EPR, waste diversion, and residual waste streams.
 - d. Assisting contractor in the coordination of transporting materials to the designated processing facilities.
14. Supervises daily Organics operational activities carried out by contracted service provider. Functions relate to:
 - a. Inspecting compost and yard waste loads to ensure adherence to quality standards.
 - b. Diverting non-accepted materials from organic material streams.
 - c. Assisting contractor in the coordination of transporting materials to the organics processing facility.
15. Supervises daily Municipal Solid Waste operational activities carried out by contracted service provider. Functions relate to:
 - a. Conducting inspections of municipal solid waste materials to ensure adherence to quality standards.
 - b. Redirecting non-accepted materials away from municipal solid waste stream.
 - c. Assisting contractor in the coordination of transporting materials to the designated processing facility.

Community Outreach and Education

16. Implements outreach programs to educate the community about recycling and sustainability practices. Coordinates and delivers community outreach and education opportunities primarily at the Resource Recovery Centre and within the community. Functions relate to:
 - a. Responding to public inquiries regarding waste, recycling, organics, etc.
 - b. Developing a comprehensive strategy for engaging with the community to effectively communicate the benefits and importance of reduction, reuse, and recycling.
 - c. Ensuring education and promotion activities align with SWMP and GHG Strategy goals and areas of focus and monitors, evaluates, and reports ongoing effectiveness.
 - d. Ensuring the creation of informative and engaging educational materials that effectively convey information about recycling practices, waste reduction and reuse, and the specific goals of the EPR program.

- e. Coordinating and conducting workshops, training sessions, and educational programs that foster a culture of environmental awareness and promote the benefits of recycling, providing practical tips for waste reduction.
- f. Collaborating and networking with schools, businesses, and community groups to provide hands-on learning experiences and promote sustainable practices.
- g. Establishing key performance indicators (KPIs) and evaluating the success of outreach programs.

Waste Management Administration

- 17. Carries out administrative tasks to support waste management services, as directed by the Manager of Environmental Services. Administrative functions relate to:
 - a. Supporting comprehensive material reporting, encompassing waste, organics, recycling, etc.
 - b. Contributing to Scale House reporting for accurate data collection.
 - c. Assisting in generating and distributing daily, weekly, and monthly reports to various departments.
 - d. Collaborating on the preparation of annual reports.
 - e. Aiding in the formulation of budgets and the development of long-term plans.
 - f. Assisting in overseeing site maintenance, operations, and contractor activities.
 - g. Coordinating with the City of Powell River and Tla'Amin Nation on waste and recycling programs.
 - h. Serving as a resource for addressing general program inquiries from the public.

Additional Job Duties

- 18. Provides back-up administrative support during leaves and vacations, when required, and as per the direction of the Manager of Environmental Services.
- 19. Undertakes other duties and special projects as assigned by the Manager of Environmental Services.
- 20. Accomplishes department objectives by supervising staff, while organizing and monitoring work processes.
- 21. Undertakes special projects, and performs other environmental support services, as directed.
- 22. Develops and maintains relationships with representatives of provincial and federal ministries, agencies, societies, and public corporations on environmental matters.
- 23. Serves as a backup to the Manager of Environmental Services regarding the Regional District's Emergency Operations Centre (EOC) team. Participates in drills and training opportunities.

EDUCATION, EXPERIENCE & TRAINING:

Preferred:

1. Completion of post-secondary education in Environmental Studies or a related discipline; or an equivalent combination of qualifications and experience as determined by the Regional District.
2. Experience and knowledge of solid waste and recycling practices, preferably in a local government setting.
3. Experience coordinating and/or delivering public awareness and outreach programs.

Required:

4. Solid Waste Association of North America's Transfer Station Management certification or the ability to obtain it within 6 months.
5. Minimum of two (2) years of supervisory experience.
6. Proficient in Microsoft Office software for word processing, spreadsheets, and databases.
7. Class 5 BC Driver's License.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of federal and provincial legislative and regulatory requirements applicable to local/municipal government waste management, diversion programs, and greenhouse gas reduction.
2. In-depth knowledge of various recycling technologies and processes used to optimize waste diversion and residual waste efforts.
3. Demonstrates an understanding of the characteristics of different materials including recyclables, hazardous waste, and organic materials.
4. Knowledge of contract management processes, including effective oversight and reporting of activities carried out by contractors involved in waste diversion activities.
5. Demonstrates exceptional interpersonal, communication, and presentation skills; strong conflict management, facilitation, and consultation skills; and the ability to effectively collaborate with multiple internal and external stakeholders.
6. Demonstrates a dedicated commitment to implementing and adhering to safe work practices.
7. Demonstrates ability to lead and supervise teams effectively, fostering positive, safe, and productive work environments.
8. Demonstrates proficiency in organizing and delegating tasks for others, providing constructive feedback, and motivating team members to achieve collective goals.
9. Demonstrates efficient time management skills to prioritize projects and tasks to meet deadlines and ensure desired outcomes are achieved.

10. Demonstrates the ability to analyze data related to waste generation, recycling rates, and program effectiveness.
11. Demonstrates initiative and seeks innovative ideas or solutions to complex problems.
12. Demonstrates tact, diplomacy, and professionalism, especially when engaging with local industry, individuals, citizen groups, media, and government agencies.
13. 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. This position description also serves as a foundational human resource management tool and is used by the organization to support: recruitment and selection; performance planning, monitoring and evaluation; training and development; and succession planning processes. This position description will be reviewed from time-to-time, and is subject to change to meet the needs of the organization.

As an employee of the qathet Regional District, I embrace the mission, vision and core values of the organization. I have reviewed, and understand, the primary functions associated with this position, and commit to fulfilling these requirements to the best of my abilities. I understand that this is a general description of the duties and responsibilities and qualifications required for this position. As such, I understand and accept that I will be asked to perform other related duties as directed by my supervisor/manager.

Employee _____ Date _____

Manager _____ Date _____

CAO _____ Date _____