

Job Title: Solid Waste Analyst		Pay Grade: 10
Department: Engineering Services		Reports To: Senior Manager of CSWM Services
JJE Maintenance Review Date: 2027	Content Last Updated: 2024	Position(s) supervised: N/A

JOB SUMMARY

The Solid Waste Analyst provides technical support to waste management services with respect to operational impacts, environmental compliance and project implementation. This includes coordinating and facilitating various public and / or stakeholder meetings, researching and preparing reports, displays, an information material regarding a variety of operational services issues, evaluation of requests for proposals / quotations, construction tenders including selection of successful proponents. Prepares and submits infrastructure grant applications, and provides information and professional guidance to the public, committees, staff, and consultants on operational services issues. Participates in coordinating and facilitating various public and / or stakeholder meetings, researching and preparing reports, displays, and informational material regarding a variety of operational services issues.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides technical engineering analysis and guidance for the Comox Valley Regional District (CVRD) on various solid waste projects and issues including project scoping, reviewing/compiling/analyzing available technical details and data.
2. In partnership with the Procurement department, coordinates the review of solid waste proposals and tenders to ensure the highest value for the department and the selection of recommended successful proponents.
3. As required, liaises with provincial and federal agencies, First Nations, community groups and affected stakeholders (including internal CVRD departments) to ensure their positions and needs are identified and considered within operational initiatives.
4. Works with consultants and contractors from conception to construction in a project management capacity. In alignment with contract terms and conditions, this includes assigning activities, providing guidance and direction, and monitoring the work to ensure completion in accordance with

- instructions and standards. Achieving this through interaction with CVRD staff, consultants and contractors.
5. Collaborates with other staff and departments to draft project goals, deadlines, and project deliverables.
 6. Conducts site visits to solid waste facilities, work sites, and development application sites as required
 7. Conducts technical assessments, studies and research regarding a variety of operational matters; obtains professional advice as directed.
 8. Prepares written and verbal reports, plans and correspondence, and provides advice on various solid waste issues as required for senior management.
 9. In partnership with the Procurement department, prepares terms of reference for and participates in the evaluation of request for proposals/quotations and construction tender bids.
 10. Responds to inquiries / complaints from the general public regarding operational services issues; explains and interprets, procedures and permit requirements as well as relevant provincial and federal acts, regulations and orders related to the Solid Waste service.
 11. Prepares displays, presents materials and coordinates for professionals, public / community meetings, workshops and open houses as needed to address various service matters.
 12. Remains current with changes to relevant local government, provincial and federal acts, regulations, bylaws, policies and processes, case law and general trends and developments within the solid waste services field. Under the direction of the Senior Manager for Comox Strathcona Waste Management Services, prepares and submits infrastructure grant applications and liaises with grant program staff.
 13. Provide input and financial analysis to assist senior management with preparation of the annual budget related to Solid Waste as well as ongoing project management issues.
 14. Develops tools to support tracking of initiatives through project management body of knowledge principles and their application to projects.
 15. Provide recommendations for the development or amendment of new and existing bylaws.
 16. Undertakes a variety of other assigned duties and projects as required.

EDUCATION AND EXPERIENCE *(required minimum)*

- Undergraduate degree of four years, or equivalent in a relevant science discipline with over three years up to and including four years of experience

working in a relevant engineering position preferably within local government;
or,

- Applicable technology diploma of two and up to three years from an accredited education institution with over four and up to five years of experience.
- An equivalent combination of education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS *(required for acceptance into the job or to be acquired in first six months of being in the job)*

- Eligibility for registration as a professional engineer (P. Eng.) with APEGBC; or,
- Eligibility for registration as an applied science technologist (AScT) with the ASTTBC
- Possession of valid BC Class 5 driver's license

PREFERRED QUALIFICATIONS

- Additional local government or public administration certification
- Project management certification

KNOWLEDGE, ABILITIES AND SKILLS *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- Working knowledge of relevant provincial legislation including, but not limited to, the Environmental Management Act, Hazardous Waste Regulation, Recycling Regulation, Contaminated Sites Regulation, Local Government Act, and other regulations and guidelines related to solid waste management.
- Working knowledge of relevant provincial legislation within the solid waste industry.
- Knowledge of solid waste management reduction hierarchy, reuse, recycling, composting and landfilling practices.
- Good understanding of project and contract management principals along with understanding of Master Municipal Contract Document (MMCD), Canadian Construction Documents (CCDC).
- Good understanding of core operational responsibilities and issues related to solid waste operations and management.
- Possess comprehensive knowledge of engineering principles, terminology, practices and techniques.
- Ability to read, understand, analyze and interpret technical literature, plans, specifications, reports, maps, graphs, legal opinions and other complicated issues.
- Ability to prepare technical engineering and scientific analysis reports and make recommendations on technical matters to senior staff.
- Ability to conduct and apply comprehensive research regarding complex operational services matters.

- Strong abilities to work as a member of a team and provide contributions in alignment with strategic goals of the department.
- Advanced level communications skills to provide effective messaging to the community, consultants, contractors and internal clients (both written and oral).
- Strong interpersonal, presentation, conflict resolution, problem solving and facilitation skills.
- Demonstrated advanced level skills with Microsoft Office Suite, with emphasis on presentations and word processing. Strong utilization skills with Adobe Acrobat, Explorer, web utilization skills and SharePoint applications.
- IMAP & GIS skillset an asset.
- Excellent time management skills with the ability to successfully plan, prioritize, organize, coordinate and complete multiple projects and assignments with minimal supervision and direction.

EMPLOYEE SIGNATURE

I have read and understand this job description

Print Name

Signature

Date