

<b>Job Title:</b> Supervisor – Comox Valley Waste Management Centre		<b>Pay Grade:</b> 11
<b>Department:</b> Engineering Services		<b>Reports To:</b> Manager of Comox Valley Waste Management Centre- Operations
<b>JJE Maintenance Date:</b> August 2027	<b>Content Last Updated:</b> August 2023	<b>Direct Reports:</b> Waste Management Labourer(s) Waste Management Attendant(s) Waste Management Operator(s) – all levels

### JOB SUMMARY

Under the direction and supervision of the Manager of Comox Valley Waste Management Centre Operations (Manager) the Supervisor is responsible for leading a team of unionized staff, to achieve excellence in customer service and site operation within the Comox Valley Waste Management Centre (CVWMC). The position will be responsible for supervision of CVWMC employees and the implementation of site safety work procedures and policies. The focus of the role is on the efficient use of labour, equipment, and materials. The Supervisor is responsible for resourcing and scheduling the required work in the CVWMC and assigning work tasks to direct reports as required. This position will also assist with construction projects and procurement purchases and will maintain accurate records for reporting on such things as personnel, operating and maintenance costs, and safety.

### MAJOR DUTIES AND RESPONSIBILITIES

1. The Supervisor will be responsible for the, scheduling, direction, supervision, training and development of staff in his/her assigned operations in accordance with the organization, plans and employee agreements / policies.
2. Responsible for creation and implementation of operator competencies in accordance with industry standards.
3. The Supervisor is responsible for implementing the Comox Valley Regional District Occupational Health and Safety Program in his/her assigned operations, with the support of the Health and Safety Advisor, and will ensure that all assigned staff are trained to understand and comply with the program's policies and procedures. Promotion of a safety culture is integral to this work.

4. Responsible for the oversight of operating expense supplies, tools and equipment, and services necessary for the execution of his/her assigned operations in accordance with purchasing procedures and designated spending authority limits.
5. The Supervisor will be responsible for the preventive maintenance program for all equipment at the CVWMC including rolling and tracked equipment, fixed plant, landfill and scale buildings, appurtenances and grounds, including drop-off area and access roads, landfill site works including storm water management ponds and drainage works, roadways, fencing, lighting and signage, and related service utilities.
6. Report to the Manager all anticipated costs, utilization reports, forecasts and facility repair and maintenance costs to support an asset management plan within the CVWMC.
7. Assists in planning landfill operations and capital projects.
8. Responds to employee concerns and represents the employers in Step 1 of the grievance process under the collective agreement. Works with the Manager in support of a proactive employee culture at the CVWMC.
9. Under direction of the manager ensure that the operation is operated in compliance with the BC Ministry of Environment "Landfill Criteria for Municipal Solid Waste".
10. Under direction of the manager operate the facility as established in the CVWMC design, operation and closure plan.
11. Diagnose critical operational issues and concerns, develops and implements solutions, and advises the Manager of trends or incidents that could potentially impact the landfill and the public.
12. Coordinates construction and repair activities, ensuring staffing, materials and equipment are available and have met safety standard specifications in concert with the Occupational Health and Safety Coordinator.
13. Coordinates, completes and maintains records such as log books, log sheets, time sheets, and trouble and absence reports. Reports discrepancies in standard processes and procedures to the Manager.
14. Resolves the more serious complaints from the public which have escalated beyond the level of other staff in the CVWMC. If unable to resolve issue, report issue to the Manager. Maintains good relationships with CVWMC neighbours and supports contractors through positive relationship building.
15. Prepares and coordinates appropriate emergency response plans for the solid waste facilities in partnership with the Manager of Wastewater Services and the Health and Safety Advisor.
16. Drafts safety and shut down procedures for review and acceptance by the Manager.

17. Conducts facility tours for, elected officials and other interested groups on a routine basis in a professional and efficient manner.
18. Undertakes other assigned duties and projects as required.

**REQUIRED EDUCATION AND EXPERIENCE** *(or equivalent combination)*

- Grade 12 or equivalent
- Completion of over one and up to two years post-secondary program in a related environmental or heavy construction field.
- Up to five years of related supervisory experience in a unionized setting working in a landfill or in a related environmental/construction operation which included considerable experience in the effective and efficient operation and maintenance of the heavy equipment and trucks required to operate a sanitary landfill.
- Basic surveying experience

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

- First Aid – Level 1
- Valid BC Class 3 driver's license with air brake endorsement.

**PREFERRED QUALIFICATIONS**

- SWANA certification as a Manager of Landfill Operations
- Leadership in Safety Excellence

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

- Considerable knowledge of the operations in a landfill,
- Demonstrated knowledge and experience in the application and interpretation of Federal, Provincial and local government regulations, guidelines and best practices governing solid waste management and other environmental programs and issues.
- Considerable knowledge of *Workers Compensation Act, OH&S Regulations* and knowledge of job hazards and safe work practices.
- Knowledge of heavy equipment and civil earth moving in relation to landfill operations.
- Ability to provide leadership to CVWMC staff, in alignment with objectives of the CVWMC group in Engineering Services.
- Ability to organize, coordinate and monitor the work of staff in an efficient and professional manner.
- Ability to read and interpret gauges, plans, drawings, meters, charts and manuals related to a landfill operation. Basic surveying skills an asset.

- Ability to analyze and troubleshoot critical problems related to the operations within the landfill and develop and implement solutions in concert with the staff of the CVWMC.
- Demonstrated ability to effectively achieve work objectives with minimal supervision.
- Demonstrated cultural and social awareness and ability to foster and promote diversity, equity and inclusion
- Ability to communicate effectively both orally and in writing.
- Ability to relate effectively with co-workers, contractors and the public in a professional and productive manner.
- Ability to operate assigned vehicles and equipment.
- Physical strength and ability to perform the work.
- Demonstrated proficiency with Microsoft Office Suite, Adobe Acrobat, Explorer, web utilization skills and SharePoint applications.
- Skill in the use and repair of a variety of tools and equipment related to the work.

**EMPLOYEE SIGNATURE**

I have read and understand this job description

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date