

JOB SUMMARY

Reporting to the General Manager, Strategic and Community Services, the Diversion and Disposal Facilities (DDF) Operations Manager provides leadership and overall management relative to all Regional District of North Okanagan (RDNO) diversion and disposal facilities.

DUTIES / RESPONSIBILITIES

- Manages the day to day operations for DDF facilities in accordance with the Solid Waste Management Plan, Board Policies and facility Operational Certificates,
- Develops policies and bylaws for consideration by senior management and the Board
- Develops annual goals and objectives for DDF operations, and tracks key performance indicators
- Develops and implements standard operating procedures related to OHS programs, equipment and facility maintenance
- Administers solid waste operations contracts, liaises with facility operators and inspects all facilities on a regular basis
- Develops, maintains and manages capital plans and operating budgets
- Manages and monitors capital works projects
- Researches and prepares reports and presentations
- Assists with the development and implementation of internal financial controls
- Responds to public enquiries
- Liaises with various staff, departments, intergovernmental agencies and organizations
- Works in compliance with safety policies and WorkSafeBC regulations
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- Performs other duties as may be assigned from time to time

SUPERVISION RECEIVED AND EXERCISED

Immediate Supervisor:	General Manager, Strategic & Community Services			
Positions directly supervised:	DDF Operations Assistant Manager, Environmental Coordinator, Solid Waste Technician			
This position is responsible for:				
<input checked="" type="checkbox"/> Assigning work	<input checked="" type="checkbox"/> Reviewing work	<input checked="" type="checkbox"/> Evaluating work	<input type="checkbox"/> Not applicable	
		<input checked="" type="checkbox"/> Disciplining employees		

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED

Education:	<ul style="list-style-type: none"> ▪ Bachelor's degree in Environmental Engineering, Environmental Sciences, or related a field
Experience:	<ul style="list-style-type: none"> ▪ Five years' experience in the Environmental or Solid Waste fields, preferably in a local government setting ▪ Two years of supervisory experience
Licenses / Certificates / Registrations:	<ul style="list-style-type: none"> ▪ Valid Class 5 BC Driver's License
Specific Skills:	<ul style="list-style-type: none"> ▪ Excellent leadership, development and mentoring skills ▪ Excellent knowledge of legislation related to solid waste management as well as best management practices for landfill and recycling operations ▪ Excellent interpersonal, written and verbal communication skills ▪ High integrity, good judgment and initiative ▪ Goal oriented ▪ Quick learner and adaptable to new and changing environments ▪ Demonstrated ability to plan, organize, develop and implement projects and programs in a systematic and timely manner ▪ Excellent interpersonal and problem solving skills ▪ Excellent written and verbal communication skills ▪ Ability to work with limited supervision, requiring independence and initiative ▪ Excellent working skills in the use of Microsoft Office Suite of products (Word, Excel, Outlook, PowerPoint)
Special Requirements:	<ul style="list-style-type: none"> ▪ Will be required to work outside normal working hours, including weekends and evenings

CLASSIFICATION

Wage Level: E

JOB DESCRIPTION

Effective date: May 1, 2023