



# Essex-Windsor Solid Waste Authority

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FEBRUARY 28, 2017

## POSITION DESCRIPTION

### MANAGER OF WASTE DISPOSAL (LANDFILLS AND TRANSFER STATIONS)

The Essex-Windsor Solid Waste Authority (EWSWA) is a municipal agency created by the City of Windsor and the County of Essex to manage waste in the Essex-Windsor region. The EWSWA reports to a Board comprised of the warden, mayors, deputy-mayors and councillors from Windsor and the seven County municipalities.

The EWSWA is responsible for the progressive approach to the reduction of solid waste through recycling, reuse and other environmentally safe alternatives. The EWSWA is also responsible for quality service in providing an environmentally sound landfill site, operating transfer stations/depots, maintaining the perpetual care of closed landfill sites and undertaking the composting of non-food organics.

Reporting to the General Manager, the Manager of Waste Disposal is responsible for the management of landfill and transfer station operations (including composting); the administration of contracts and the preparation & administration of operating and capital budgets.

#### **Key Responsibilities and Duties:**

- Ensure environmentally sound transfer and disposal of municipal, residential and industrial/commercial/institutional (ICI) waste
- Manage the composting of non-food organics
- Develop, recommend, implement and administer policies and procedures related to the transfer, disposal and composting of waste
- Develop, prepare, recommend and administer operating and capital budgets
- Authorize the acquisition of goods and services and related payment
- Recruit, interview, recommend for hire, train, evaluate performance, recommend discipline and discharge for union and non-union staff under direct and indirect supervision. Responsible for productivity, accuracy and efficiency of staff.
- Prepare written reports for consideration by the General Manager and/or the EWSWA Board and its Committees
- Make oral presentations to the EWSWA Board and/or its Committees
- Liaise, negotiate and work in conjunction with various municipalities, organizations, contractors, suppliers, vendors, government agencies, EWSWA Board and/or its Committees
- Prepare tender documents, RFPs, RFQs and administer contracts and agreements
- Design, direct development and manage engineering projects as required
- During certain times of the year supervise the day-to-day operations
- Ensure compliance with Provincial, Federal and municipal by-laws, rules, regulations, policies, statutes, laws including the Ministry of Labour's Occupational Health & Safety Act
- Oversee the Joint Health & Safety Committee related to the EWSWA's Waste Disposal activities
- Ensure compliance with various Environmental Compliance Approvals

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**Qualifications:**

- Professional Engineering (P.Eng.) designation, recognized/licenced in Ontario, Civil or Environmental discipline preferred
- University degree, Civil or Environmental Engineering preferred
- 5 or more years of experience in a senior management position, Civil or Environmental Engineering preferred
- Experience working for a non-municipal employer (additional asset if employment history includes a municipal employer)
- Knowledge of the principles of hydrogeology would be an asset
- Knowledge of the principles of composting would be an asset
- Certification by the Solid Waste Association of North America (SWANA) with a Manager of Landfill Operations (MOLO) designation would be an asset
- Certification and/or training by the Ontario Ministry of Labour pertaining to the Occupational Health & Safety Act and Workplace Safety & Insurance Board would be an asset
- Experience in dealing with the Ministry of the Environment and Climate Change (MOECC) and knowledge of the Environmental Protection Act (EPA) would be an asset
- Excellent interpersonal communication skills
- Excellent report writing and presentation skills
- Experience in supervising non-union and union staff
- Experience with preparing budgets
- Experience with preparation of tenders, RFPs and RFQs
- Experience with the application and interpretation of collective agreements and the current issues of labour-management relations
- Required to possess and maintain a valid Class "G" Ontario driver's licence and have access to a personal vehicle for work related purposes (travel within Windsor and/or the County of Essex will be a requirement of the position)
- Ability to work outside of regular hours, including Saturdays and Sundays, as required

**Compensation:**

Salary range is between \$91,031 and \$111,762 (to June 30, 2017; set increases effective July 1, 2017, January 1, 2018 and July 1, 2018) plus a comprehensive vacation, pension and benefits package

**Closing Date:**

**Applications accepted up to 5:00 PM, Friday, March 24, 2017.**

**Only those selected for an interview will be contacted.**

Apply in confidence, via mail, email or facsimile to:

Eli Maodus, CPA, CMA,  
General Manager  
Essex-Windsor Solid Waste Authority  
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Essex ON, N8M 3G4  
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