



THE CORPORATION OF NORFOLK COUNTY – JOB POSTING # NU 21.18

Position: Supervisor, Waste Management

Status: Permanent Full Time

Employee Group: Non-Union

Salary: \$71,282 - \$89,103 per annum

Division: Public Works

Department: Environmental Services Reports

To: Director, Environmental Services

Location: Delhi Administration Building

Posting Period: April 6, 2018 – April 27, 2018



Scope of Position:

To manage operations of Norfolk County's waste management system including collection, transfer, processing, and ensuring the effective use of human, financial and material resources.

Knowledge & Experience:

- University degree such as Bachelor of Science or related field
- Five (5) years waste management experience including collection, disposal, recycling.

Skills & Abilities:

- Must have knowledge of latest technology relative to waste management.
- Project Management experience.
- Contract Administration experience.
- Effective communications skills both written and oral.
- Ability to analyse problems and formulate creative and cost effective solutions.

- Ability to develop and administer multiple projects and contracts
- Strong project management skills.
- Valid Ontario driver's license and access to a reliable vehicle
- Computer expertise in corporate standard software (Microsoft Office) and department specific software to data search and entry and to create and modify word processed documents
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health & Safety Act

Duties & Responsibilities:

- Manage operations of solid waste division ensuring effective utilization of human, financial and material resources.
 - Provide input and justification for Capital and Operating Budgets
 - Ensure operations are compliant with regulatory requirements
- Manage collection of residential waste, recyclables, and organics. Manage processing and marketing of recyclables.
 - Ensure collection activities are performed in a timely fashion, satisfying county requirements.
 - Prepare contracts and enforce contract compliance. Obtain pricing/cost information for better decisions.
- Manage operations of material recycling facility, 2 transfer stations and closed landfills.
 - Maximize revenues, Ensure regulatory compliance. Operate within budget and achieve revenues.
 - Prepare contracts. Supervise staff. Supervise consultants.
- Prepare and distribute promotional material to the public.
 - Public education, increase public awareness for existing and new services.
 - Write and design ads, brochures, calendar and newsletters. Media interviews.

The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Resumes must be submitted through email, mail, fax, courier, or in person to Human Resources & Staff Development by 4:30 p.m. on the last day of the posting.

Human Resources & Staff Development, 185 Robinson Street, Suite 300, Simcoe, ON N3Y 5L6

Phone: (519) 426-5870 – Fax: 519-427-5902– Email: jobs@norfolkcounty.ca

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.