



Job Title: Supervisor - Solid Waste Collection

Competition Number: INF-44-18	Department: Infrastructure & Operations
Posting Category: Open	Division: Environment
Job Type: Full-Time	Affiliation: Managerial
Site:	Location: CA-ON-Thunder Bay
Min: CAD \$77,049.56/Yr.	Max: CAD \$90,646.55/Yr.
Pay Band: 10 (to be rated)	Number of Positions: 1
Posted Date: 13/4/2018 12:01:00 AM	Post End Date: 4/5/2018 11:59:00 PM
Effective Date: 30/9/2015	Supersedes Date: 30/4/2012

General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Aboriginal peoples, persons with disabilities, members of visible minority groups and women.

Reasonable accommodations are available upon request for all parts of the recruitment process.

Application forms must reference the competition number and be submitted to Human Resources.

POSITION SUMMARY: Under the general supervision of the Manager - Solid Waste and Recycling Services, is responsible for the overall administration, supervision, and operation of the Solid Waste Collection Unit, while maintaining compliance with applicable legislation, Provincial approvals and municipal by-laws.

DIVISIONAL RESPONSIBILITIES:

1. Participates as a member of the Environment management team by providing input into Divisional organizational and operational reviews, human resource management, budget issues, technical matters and major issues management. Also participates by providing input into the identification and development of Divisional policies, strategic initiatives, projects, and priorities.

SECTIONAL RESPONSIBILITIES:

1. Plans and directs the supervision, operation and schedules for waste collection, refuse disposal, rodent control, rubbish collection, and recycling collection programs.
2. Ensures compliance with applicable legislation, Provincial approvals and municipal by-laws.
3. Schedules and directs the assignment of work, personnel, equipment and resources for the Unit's operation; instructs Unit staff in the most efficient and effective methods of performing their duties.
4. Liaises with and provides responses to internal divisions/departments, outside organizations and agencies, and the general public; provides customers with information on schedules and services offered, incorporates and follows the customer service protocols of the Department and trains Unit staff in customer service relations.
5. Plans and manages human resources, prepares and examines daily time entry information and work orders for proper distribution, provides cost control on accounts, and reports on variances and schedules and approves annual vacations and overtime of assigned personnel.
6. Participates in the development and administration of the annual capital and operating budgets for the Section, plans and oversees the initiation of expenditures, identifies priorities, and monitors expenses for budget compliance.

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7. Investigates and prepares reports on claims for injury, damages or complaints, and takes appropriate action; represents the Corporation's interests when required; ensures insurance, equipment, procedures and controls are in place to protect the Corporation from civil liabilities
8. Assesses Unit staffing needs, makes recommendations on complement amendments and organizational structure, participates in recruitment processes, and makes effective hiring decisions.
9. Supervises Unit staff including staff development, performance management/review, attendance management, coaching/mentoring, health and safety, collective agreement administration, discipline and termination decisions.
10. Maintains an awareness of ongoing developments, legislation, policies and programs related to solid waste management.
11. Provides information reports, letters and memoranda of significant developments and makes recommendations pertaining to the operation of the Unit to the Manager – Solid Waste and Recycling Services, including existing methods and practices, new technologies, and legislation.
12. Plans and manages physical resources, develops and maintains inventories and records of the location, condition and upkeep of the equipment and infrastructure under the jurisdiction of the Unit.
13. Ensures that plans, procedures, standards, and rules are put in place and that the Unit workforce is employed in compliance with all related Provincial, Federal and Corporate regulations, requirements, and policies.
14. Promotes and oversees the development of work practices, training programs, and staff involvement to ensure worker safety, efficiency, employee development, and fair working conditions. Performs other related duties as require.

QUALIFICATIONS:

Education/Experience:

- Degree in engineering technology, business administration, environmental science, or other related discipline, together with a minimum of 3 years progressively responsible management experience in a related environmental service operation; or
- Diploma in engineering technology, business administration, environmental science, or other related discipline; together with a minimum of 5 years progressively responsible management experience in a related environmental service operation, Minimum three to five years' demonstrated supervisory experience in a large, preferably in a unionized government or private sector organization.
- Knowledge of principles, methods, and objectives of solid waste and recyclable collection programs
- Demonstrated knowledge of the various components of human resource and financial management
- Knowledge of and ability to interpret applicable municipal by-law, provincial legislation and related regulations

Skills/Abilities:

- Ability to think and act strategically in a public sector environment, including the ability to anticipate emerging priorities and conceptualize and implement change strategies
- Ability to understand GIS and mapping systems
- Ability to communicate effectively and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with superiors, subordinates, co-workers and the general public
- Ability to identify, understand, and meet/exceed the requirements of internal and external customers
- Strong project/time management, analytical/critical thinking, problem-solving, and decision-making skills
- Strong leadership skills, including the ability to direct, motivate, evaluate, and recognize staff; proven ability to share skills and knowledge with others
- Proven conflict management abilities and mediation skills
- Proficiency with office computer equipment and software
- Must be competent within the meaning of the *Occupational Health and Safety Act*

Assets:

- Affiliation with the Solid Waste Association of North America (SWANA)

CONDITIONS OF EMPLOYMENT:

- Must possess and maintain a valid Ontario Class G Driver's Licence and be able to attain City Driver Certification
- Must undergo a successful police records check, Type 1