



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Recycling & Waste Educator

Job Description

TITLE OF IMMEDIATE SUPERVISOR: Resource Recovery Operations Supervisor

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: Environmental Services

SUMMARY OF POSITION:

The Recycling & Waste Educator's primary function is to work on behalf of the Regional District of Central Kootenay (RDCK) to ensure awareness of and compliance with RDCK Resource Recovery policy and bylaw through on-site customer education and support. The Recycling & Waste Educator is responsible for educating and directing site users, screening recycling material or waste at a variety of resource recovery site(s) to ensure only acceptable material is accepted, and to redirect unacceptable materials. The Recycling & Waste Educator also maintains the cleanliness of sites and performs basic site maintenance.

Recycling & Waste Educator positions are somewhat physically demanding and work is performed primarily outdoors.

ROLE AND RESPONSIBILITIES:

1. Prepare site for opening and secure at closing each working day in accordance with established hours of operation for each facility
2. Ensure that the public has vacated the facility and that building(s) and gates are locked at the end of each working day
3. Perform the employee safety call-in procedures at beginning and end of shift
4. Perform litter control within the perimeter of the facility. Perform snow shoveling and sanding/salting of ice as required seasonally. Maintain all site facilities in a clean and orderly manner
5. Engage with customers using the facility in a safe, courteous, and professional manner
6. Inspect incoming loads deposited by customers using the landfill, transfer station or recycling depot for compliance with the RDCK Resource Recovery Regulatory Bylaw
7. Move any full megabags out of way and set up empty megabags, affixing correct labels to megabags
8. View and assess incoming loads of material and direct the customer to the proper area for disposal of the material. Encourage waste and/or recycling to be separated under the categories established
9. Advise customers when prohibited, controlled, or recyclable items are identified, and work to prevent these items from becoming deposited incorrectly
10. Promote alternatives to disposal of waste into landfill including recycling, composting, repurposing, product stewardship programs and other initiatives
11. Review communications from RDCK office and post at the worksite as may be required. This includes but is not limited to bylaws, policies, memoranda, reports, etc
12. Visually inspect facility on a daily basis and report any facility safety or operational deficiencies or any unusual activity to the Employer as per the RDCK incident reporting process
13. Complete First Aid reports, WCB forms and incident/complaint forms at the time of occurrence and submit to Supervisor
14. Complete and submit surveys or other forms of data collection as required
15. Monitor bin fullness and inform contractors, drivers or RDCK staff as directed of bin fullness at each working shift
16. Respond as may be required as per emergency and First Aid procedures.
17. Participate in safety and other training as provided by the employer, maintain the required qualifications



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18. Communicate fines to non-compliant customers
19. Perform other duties as required

REQUIRED QUALIFICATIONS

- Completion of High School Diploma or acceptable equivalent
- One year experience in a customer service position, with prior experience enforcing company policy and standards
- Experience working outdoors
- Experience working alone and/or in remote locations
- Experience with public education would be considered an asset
- Standard First Aid, Basic CPR with AED/willingness to obtain required for some sites
- WHMIS certification
- Valid BC Drivers License
- Satisfactory Criminal Record

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent interpersonal communication skills and a demonstrated ability to act with tact and diplomacy when dealing with the public
- Demonstrated ability to de-escalate conflict with members of the public
- Passion for Zero Waste and environmental issues
- Demonstrated ability to maintain logs and records and to communicate via email
- Ability to work autonomously and effectively with minimal supervision
- Ability to work outdoors and have reasonable physical fitness to meet the demands of the position
- Demonstrated commitment to the values of the RDCK: Health and Safety, Accountability, Integrity, Respect

PHYSICAL DEMANDS

- Constant movement, including stooping, bending, reaching, twisting and kneeling
- Working alone in remote areas
- Exposure to varied weather, primarily without shelter
- Occasional lifting up to 25 kg

ACCEPTANCE

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name

Employee Signature

Date

Employer Representative Name

Employer Representative Signature

Date