



# Job Posting

Regional District of Central Kootenay  
Nelson, BC

## RESOURCE RECOVERY OPERATIONS COORDINATOR

## FULL-TIME—TERM Benefitted

*This is one of two coordinators providing support to the Resource Recovery team.*

The Resource Recovery Operations Coordinator provides technical, operational and administrative support to assist in the operations of Resource Recovery services, facilities and programs throughout the Regional District of Central Kootenay (RDCK).

Reporting to the Resource Recovery Operations Manager, this position will be responsible for a variety of activities such as coordination of site maintenance and repairs, staff orientation, training and program roll-outs, administration of safety program, data collection and management, completing compliance inspections of RDCK facilities, procurement and contract management.

### REQUIRED TRAINING & CERTIFICATIONS:

- 2 year technical diploma in a related field.
- A minimum 2 years' experience working in the administration and operation of municipal solid waste services, utilities services, environmental management or related field.
- Experience in the supervision of contracted services.
- An acceptable equivalent combination of related work experience and education with strengths in waste management operations would be considered.
- Experience using Microsoft office suite program and creating reports.
- Valid Class 5 BC Drivers License and satisfactory drivers abstract.
- Satisfactory Criminal Record Check.

This is a full-time term position for one year working 35 hours per week. The normal starting salary for this position is \$38.46 with a range of \$36.79 - \$41.80 based on experience. The successful candidate will additionally have paid vacation and a comprehensive benefits package.

Please refer to the complete list of required knowledge, skills, and abilities detailed on the job description which can be found on our website at [www.rdck.ca/jobs](http://www.rdck.ca/jobs).

To apply please complete our online form that can be found here: [EMPLOYMENT APPLICATION](#)

Applications in the form of a resume & cover letter detailing qualifications & experience relevant to the position will be accepted **until 9:00am June 8, 2026.**

*Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted. This posting may be used to fill other similar positions within the RDCK over the next six months.*

**For more information contact:**  
250.352.1515 | or visit [rdck.ca/jobs](http://rdck.ca/jobs)