



Job Description

Resource Recovery Operations Coordinator

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Resource Recovery Operations Supervisor

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: Environmental Services

SUMMARY OF POSITION:

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 Supervisor (RROS), 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.

A flexible work week that regularly includes weekends and participation in the Resource Recovery On-Call Program is a requirement of this position.

ROLE AND RESPONSIBILITIES:

As a member of the Resource Recovery team, responsibilities include, but not limited to:

1. Assists in the development and implementation of the Occupational Health and Safety program at all Resource Recovery facilities and participates in ensuring all on-site activities comply with Work Safe BC regulation, RDCK Occupational Health and Safety policies and procedures. This includes the review and preparation of documented safe work procedures, in coordination with the RDCK safety advisor, Resource Recovery Operations Supervisor (RROS) and administrative staff, and performing and documenting safety inspections as required.
2. Be familiar with all aspects of the daily operations of the resource recovery sites and proactively identify areas of improvement, and work with RROS to recommend solutions.
3. Investigation and follow up of regulatory infractions and preparation of documentation required.
4. Assists the RROS to guide, direct and support operations staff and contractors in accordance with RDCK policy, procedure and relevant labour agreements. This includes staff and contractor onboarding, scheduling, and responding to staff enquiries as appropriate.
5. Participates in the development and roll out of staff training and operational program changes.

6. Inspects and reports on safety and operations at resource recovery sites.
7. Coordinates and completes actions required in the site improvement work log, using input from the RROS and the RDCK safety program guidelines to prioritize items.
8. Monitors and maintains the Resource Recovery site improvement work log to ensure the timely execution of required activities/actions, including systematically following up and documenting the status of the work required.
9. Coordinates scheduling and completion of recurring maintenance works and performance of service/supply contracts at Resource Recovery facilities such as weed control, road works, sign installations, site inspections, sanding and snow removal. This includes coordinating stakeholders, contractors and equipment to ensure maximum cost effectiveness and compliance with policy and procedure, contract specifications, work schedules and safety procedures.
10. Participates in the preparation of procurement packages including developing specifications, responding to proponent enquiries, reviewing submissions and making recommendations for contract award.
11. Creates and maintains a preventative maintenance program to proactively evaluate equipment needs, research new equipment and coordinate purchase and delivery of equipment.
12. Identifies, reports and provides recommendations to the RROS on actual and potential environmental or safety hazards at RDCK facilities.
13. Responds to inquiries, provides technical assistance, and investigates and resolves complaints with external stakeholders including members of the public, non-government organizations, private companies and other government agencies in a tactful, concise and appropriate manner.
14. Use software to compile information for reporting and auditing purposes.
15. Prepares reports and makes recommendations to the RROS to improve efficiency, effectiveness and safety of operations at Resource Recovery facilities.
16. Undertakes research and project work as directed by the RROS.
17. May be required to provide emergency coverage of landfill attendant position.
18. Other related duties as required

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- 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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge and experience in the application and interpretation of Federal, Provincial and Local Government Act, regulations, guidelines and best practices governing solid waste management and other environmental programs and issues.
- Demonstrated ability to use various software programs in a work environment.
- Ability to effectively manage interruptions and constantly changing priorities.
- Excellent analytical and problem solving skills.
- Knowledge of the operation, procedures and practices used in solid waste management, composting and recycling, preferably within a government setting.
- Demonstrated ability to plan and coordinate activities with staff, contractors, consultants and the public to ensure compliance.
- Ability to establish and maintain positive and effective working relationships with internal and external candidates, including contractors, consultants, external agencies, elected officials, and the general public.
- Professional written and verbal communication skills.
- Comfort speaking in front of groups and delivering training
- Ability to work independently within a consultative, teamwork approach.
- Ability to adhere to prescribed routine, work without direct supervision, exercise good judgment and to adjust priorities under changing field conditions.
- Ability to learn and become proficient in new software.
- Ability to prepare, read and understand technical documents including operation and maintenance manuals, construction specifications and drawings, survey maps and other plans.
- Ability to perform manual work and be willing to work outdoors in all weather conditions and in environments with exposure to unpleasant substances and materials.
- Demonstrated commitment to the values of the RDCK: Health and Safety, Accountability, Integrity, Respect.

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