



Job Description

Resource Recovery Site Lead Hand

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Resource Recovery Team & Operations Supervisor

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: Environmental Services

SUMMARY OF POSITION:

The Resource Recovery Site Lead Hand supports the work of Landfill Attendants and Recycling & Waste Educators by providing support and guidance in the field, picking up and delivering materials, collecting and handling deposits and Attendant Paperwork, and assisting with training and communication. Additionally, this position covers for Landfill Attendants and Recycling & Waste Educators on an as and when needed basis.

ROLE AND RESPONSIBILITIES:

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

1. Engage with staff and customers using the facilities in a safe, courteous, and professional manner
2. Understand, communicate and enforce the Resource Recovery Regulatory Bylaw, including responding to and tracking issues around non compliance
3. Attend at a variety of sites to collect deposits and Attendant paperwork, and manage as required. This may include preparing deposits, making deposits at banks, acquiring change for floats, sending mail to Head Office or delivering items directly to Head Office
4. Review communications from RDCK office and deliver and post in workplaces as required.
5. Assist with staff training as directed. This may include assisting with new employee orientations, training of new processes or procedures and or retraining where appropriate
6. Report field issues to Supervisor, including but not limited to, employee issues and/or training requirements, performance concerns, site concerns or contractor issues
7. Perform administrative tasks as required. This may include ordering of supplies, copying, filing, printing, laminating, preparing spreadsheets, typing letters, memos and emails etc.
8. Assist with scheduling activities, such as supporting the development of staff schedules, finding shift coverage, and communicating with staff and Head Office about schedule changes
9. Complete scheduled month end reports and inventories and submit to Supervisor as required

10. Assist with Health and Safety activities. This may include the completion of First Aid reports, WSBC forms and incident/complaint forms at the time of occurrence and submit to Supervisor. Assist with incident investigations as required
11. Perform basic inspection on site conditions and contractor work and report to Head Office as required
12. Visually inspect sites during visits, which may include, but is not limited to, signage, gates, safety railings, and public tipping area on a daily basis and report any deficiencies
13. Responding as may be required as per emergency and First Aid procedures. Participating and / or qualifying in safety and other training as provided by the employer
14. Perform the employee safety call- in procedures at beginning and end of shift
15. Perform the role of Landfill Attendant or Waste and Recycling Educator on and as and when needed basis
16. Other duties as assigned.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Completion of Grade 12 or a recognized equivalent, or an acceptable combination of education and experience
- Supervisory experience, or acceptable equivalent experience that would prepare you to lead a team
- Two or more years' experience in a fast paced administrative or customer service role or similar
- Experience working with Microsoft Office products, including Excel, Word, and Outlook
- Experience with public education and/or working with the public at a one-on-one level;
- Experience with cash handling and reconciliation
- Valid WHMIS certificate, or willingness to obtain within first month
- Standard First Aid, Basic CPR with AED
- Valid B.C. Driver's License and satisfactory Drivers Abstract; Must possess safe and reliable transportation.
- Satisfactory Criminal Record
- Experience or knowledge relating to waste and recycling facilities would be considered an asset

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Comfort and confidence driving long distances, year round and in varied road conditions
- Demonstrated ability to communicate effectively with the public and staff, using tact and diplomacy
- Demonstrated ability to provide leadership, orientate and train new staff to the duties of the Landfill Attendant and Recycling and Waste Educator Positions
- Demonstrated ability to deal courteously and effectively with the public
- Proven ability to count large amounts of cash, balance a cash out and float and reconcile multiple deposits
- Demonstrated ability to understand and adhere to RDCK policies, bylaws and cash and bookkeeping procedures.

- Demonstrated ability to work independently and outdoors
- Proven ability to lift 18 kilograms and carry for 5 meters
- Demonstrated computer skills including MS Outlook & Internet and demonstrated ability to learn new software programs
- Demonstrated ability to problem solve and perform tasks of some complexity under minimal direction but within a consultative teamwork approach.
- 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