



## POSITION DESCRIPTION

**TITLE:** ENVIRONMENTAL SERVICES COORDINATOR

**DEPARTMENT:** WORKS AND INFRASTRUCTURE

### ORGANIZATIONAL RELATIONSHIPS

**REPORTS TO:** DIRECTOR OF WORKS AND INFRASTRUCTURE

**SUPERVISES:** LANDFILL RELATED CONTRACTS (SUCH AS SCALE STAFF, GRAVEL PIT AND WASTE COLLECTION)

**REVISION #:** 02: JULY 22, 2022

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### POSITION SUMMARY

The Environmental Services Coordinator is responsible for planning, organizing, and coordinating solid waste infrastructure, which includes collection and disposal, recycling collection, and waste reduction education. Key elements of this role are overseeing the operational contracts for the Landfill, coordinating capital projects, ensuring compliance with all applicable operational and procedural regulations, and assisting with establishing and tracking the solid waste budget.

### KEY RESPONSIBILITIES

- Assists with developing long term solid waste strategies to ensure compliance with all federal and provincial guidelines, regulatory and contractual requirements.
- Assists with the operation and maintenance of solid waste operations including the landfill, curbside garbage and recycling collection contracts and waste reduction education.
- Oversees landfill and gravel pit contracts to ensure full compliance with closure plans, contracts / agreements, and site inspections.
- Liaises with other departments as necessary on solid waste related issues.
- Recommends, assists developing and maintaining amendments to bylaws, policies, procedures, inspection plans, emergency response plans, and safe work procedures and policies.
- Prepares applications and updates for grants related to departmental projects.
- Plans and prepares proposed capital and operating projects including assisting with creating and reviewing of Requests for Proposals, contract documents / specifications and capital and operational projects under construction, where required.
- Prepares reports and statistical summaries as required.
- Develops and enforces safety policies to protect employees, public and facilities and ensures, so far as is reasonably practicable, that safety procedures and standards are followed.

This job description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties.

## **QUALIFICATIONS, SKILLS AND ABILITIES**

- Bachelors degree in Environmental Studies or related field, or equivalent combination of education and experience. Prior experience in local government is considered an asset.
- BC Qualified Landfill Operators (BCQLO) certification is considered an asset.
- Solid Waste Association of North America's Manager of Landfill Operations (MOLO) certification.
- Minimum of 3 years of experience in the solid waste industry.
- Knowledge of environmental legislation, bylaws, procedures, regulations, curbside garbage and recycling collection, and waste reduction programs related to the solid waste management division.
- Supervisory experience would be considered an asset.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain constructive working relationships with a wide variety of internal and external stakeholders. A track record of providing strong customer service practices and knowledge.
- Able to work independently as well as proactively in a team environment and have excellent leadership, organizational, and analytical skills.
- Strong organizational, analytical, and decision-making skills.
- Ability to work on several concurrent tasks and competing priorities within established timelines.
- Demonstrated computer skills in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Valid Class 5 B.C. Driver's License