



**REGIONAL
DISTRICT
NORTH
OKANAGAN**

JOB TITLE: Diversion and Disposal Facilities
Operations Supervisor
DEPARTMENT: Community Services

JOB SUMMARY

Reporting to the DDF Operations Manager, the Operations Supervisor supervises Inspector and Scale Attendant staff and assists with overseeing the daily operation and maintenance of all Regional District of North Okanagan (RDNO) diversion and disposal facilities.

DUTIES / RESPONSIBILITIES

- Under the direction of the Operations Manager, coordinates the daily operation and maintenance of the solid waste management facilities
- Supervises Inspectors and Scale Attendants, including such duties as scheduling shifts and assigning and reviewing work
- Coordinates with staff to identify and detect unacceptable refuse, and works with customers to find avenues for suitable disposal
- Educates public on recycling procedures and bylaw information
- Responds to public enquiries and resolves customer disputes
- Assists the Operations Manager in ensuring waste handling operations are conducted in compliance with local, provincial and federal regulations
- Coordinates the safe and efficient operation, maintenance and repair of scale houses, weigh scales, alarms, signage, landscaping, and other related facilities and equipment
- Provides shift coverage on an as needed basis
- Supervises Inspector and Scale Attendant activities to ensure adherence to safety, cash handling and customer service procedures
- Develops standard operating and safe work procedures and enforces health and safety protocols in accordance with WorkSafeBC regulations and policies
- Coordinates with contracted operators to ensure compliance with contractual agreements
- Undertakes emergency training and assist as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Performs other duties as may be assigned from time to time

SUPERVISION RECEIVED AND EXERCISED

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| Immediate Supervisor: | DDF Operations Manager |
| Positions directly supervised: | DDF Scale Attendants and Inspectors |
| This position is responsible for: | |
| <input checked="" type="checkbox"/> Assigning work | <input checked="" type="checkbox"/> Reviewing work |
| <input checked="" type="checkbox"/> Evaluating work | <input type="checkbox"/> Disciplining employees |
| <input type="checkbox"/> Not applicable | |

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED

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|---|---|
| Education: | <ul style="list-style-type: none"> ▪ University degree in Environmental Science, Natural Resource Science, Solid Waste Management, or related field |
| Experience: | <ul style="list-style-type: none"> ▪ Three years of experience in the environmental or solid waste fields, preferably in a landfill setting ▪ One year in a supervisory capacity |
| Licenses / Certificates / Registrations: | <ul style="list-style-type: none"> ▪ Valid Class 5 BC Driver's License |
| Specific Skills: | <ul style="list-style-type: none"> ▪ Excellent customer service and diplomacy skills ▪ Strong interpersonal and communication skills, both written and verbal ▪ Superior organizational and leadership capabilities ▪ Strong knowledge of the Solid Waste Management Bylaw and other applicable regulations ▪ Strong knowledge of WorksafeBC regulations ▪ Ability to handle cash and manage financial transactions ▪ Excellent attention to detail ▪ Proficient with MS Office software, particularly MS Excel ▪ Ability to perform under pressure in a high customer volume environment ▪ Ability to stand for extended periods of time |
| Special Requirements: | <ul style="list-style-type: none"> ▪ Weekend and statutory holiday shifts ▪ Exposure to dust, fumes, odours and materials common to the disposal of municipal solid waste and recyclable materials |

CLASSIFICATION

Wage Level 10

JOB DESCRIPTION

Effective date: August 1, 2019