



City of Brandon Job Description			
Job Title:	Solid Waste Facility Supervisor		
Division:	Operations		
Department:	Public Works		
Section:	Solid Waste Facility	Affiliation:	OOS
Reports To:	Director of Public Works	Status:	Permanent
Pay Grade:	6	Level Cap:	8

PURPOSE OF POSITION

Reporting to the Director of Public Works, the Solid Waste Facility Supervisor will ensure the efficient and effective operation of the Solid Waste Facility. This position will be involved in developing and modifying long term strategic operating plans with the Director of Public Works to ensure that the philosophy, mission and vision clearly reflects the City's overall corporate goals and objectives, and that the Solid Waste Strategic goals and objectives are being met.

TYPICAL DUTIES AND RESPONSIBILITIES

- Responsible for planning, prioritizing, updating and ensuring that the implementation of the Solid Waste Strategy and Master Plan is being followed, and that the department has continual progress towards achieving defined goals;
- Makes strategic decisions with respect to diversion and contamination, residential curbside collection and disposal, yard waste collection and composting, and processing of recyclable material in the Material Recovery Facility (MRF);
- Participates and represents the Solid Waste Facility at meetings, conferences and hearings at all levels of government to explain, interpret and promote all Solid Waste initiatives;
- Ensures department employees adhere to collective agreements, Federal/Provincial legislation, policies and procedures;
- Develops, revises and implements policies and procedures for the department and ensures department is within compliance with all applicable legislated practices, policies and procedures;
- Makes strategic decisions with respect to complex and technical situations which have the potential for long-standing impacts on the organization;
- Responsible for all Solid Waste Facility procurement functions, including the development of and contract administration duties of contracts awarded;
- Responsible for the preparation of data, reports, presentations, and other technical documents for submission to the Director of Public Works and General Manager, as well as for City Council as required;
- Assists the Director in preparation of Departmental operating and capital budgets and ensures the Facility is operating within appropriated budget;
- Ability to identify and resolve issues, through critical thinking skills and techniques.

LEADERSHIP & EMPLOYEE DEVELOPMENT

- Coach and mentor to develop section employees and any other key leadership candidates within the Department in order to provide capacity and succession;
- Demonstrates a consistent commitment to the organization by participating in various committees, programs and organizational initiatives;
- Regularly monitors performance and provide coaching for performance improvement and development of staff;
- Works collaboratively with the team, building trust and resolving conflict in the workplace.

MANAGEMENT AND ADMINISTRATION

- Develops, justifies, manages and helps administer departmental budgets, performance and any other reports for external and internal uses pertaining to the department;
- Is responsible for budgeting and financial management controls of all capital and operational purchases, and monitor capital replacement programs;
- Demonstrates leadership including establishing focus, providing support, fostering teamwork and empowering others;
- Monitors section operations for efficiencies & adjust resources as necessary;
- Participates in strategic planning efforts in order to meet Provincial and Federal legislation, including meeting City of Brandon objectives.

POSITION QUALIFICATIONS

SKILLS

Understand and interpret to others the aims, concepts, principles and practices of the Solid Waste Facility;

- Proficient use of computer equipment, operating systems, word processing, spreadsheets and database software;
- Proficient at writing comprehensive and detailed reports, including business plans;
- Demonstrated initiative to independently plan, organize and prioritize workload;
- Demonstrated strong oral and written communication, with the ability to convey information in a concise manner;
- Interpersonal and Team Building skills;
- Ability to navigate difficult conversations or relay outcomes which are not ideal or desirable;
- Demonstrates leadership and coaching skills to foster a highly productive team.

KNOWLEDGE

- Knowledge of management, leadership and labour relations principles and practices;
- Knowledge of all by-laws and related legislation and regulations as they apply to Solid Waste including Landfill, Collection, and Material Recovery Facility operations and maintenance functions;

- Thorough knowledge of practices as applied to the Solid Waste field, including but not limited to, planning, design concepts, basic construction principles, cost estimating and maintenance of the facility and its components;
- Knowledge of Municipal budgeting principles and practices with an appreciation for the implications of fiscal constraint and for the development of cost effective initiatives and solutions;
- Demonstrated ability to successfully plan, organize and supervise the activities including planning, operations and maintenance.

ABILITIES

- Ability to deal effectively with the public, maintain a good rapport with staff members and other departments, as well as handle public criticism;
- Exercise initiative, ingenuity and sound judgement in solving difficult administrative, technical and personnel problems;
- Ability to challenge traditional ways of doing things, taking measured risks, continuously seeks ways to improve performance and encouraging innovative thinking;
- Ability to resolve issues in a timely matter, ensuring a high level of customer service at all times;
- Ability to lead and oversee change, ensuring alignment with department needs;
- Ability to educate and implement change on solid waste practices to both internal team and residents;
- Willing to participate in training and self-development programs.

MANDATORY EDUCATION & EXPERIENCE

- Grade 12, GED, CAEC, or Mature High School Diploma required;
- Hold and maintain a valid Manitoba Class 5 driver's license;
- Hold a valid certification of Manager of Landfill Operations (MOLO), or acquire within 1 year of appointment;
- Hold a valid certification of Compost Facility Manager through SWANA or CCC, or acquire within 1 year of appointment;
- Considerable management experience, with an extensive background in the Solid Waste environment, or related post secondary education;
- Budgeting experience, both operating and capital planning.

PREFERRED EDUCATION & EXPERIENCE

- Minimum of two (2) years in a progressive leadership position, preferably in the Solid Waste field;
- Two (2) years of experience in government office;
- Municipal accounting experience;
- Experience working with collective agreements or corporate policies;
- Previous leadership experience;
- Intrapersonal team building skills.

WORK CONDITIONS

PHYSICAL CONDITIONS

The duties of the Solid Waste Facility Supervisor are carried out primarily at the Solid Waste Facility, but are subject to change.

- Sits at a desk using keyboard and office equipment (daily);
- Uses hands, arms, shoulders (daily);
- Stands, walks, operates motor vehicle (daily);
- Presents to large and small groups (occasionally);
- On site presence (daily).

PSYCHOLOGICAL/STRESS CONDITIONS

A Solid Waste Facility Supervisor's workload and environment may affect their emotional or stress levels.

- Deals with opposition or resistance to change (daily);
- Demanding issues involving employees and/ or Union groups (frequently);
- Required to coach and support employees on new operational techniques (frequently);
- Manages potential for significant retirements/turnover in skilled and knowledgeable employees in the immediate future (ongoing);
- Limited succession planning initiatives are in place (ongoing).

WORK CONDITIONS

- Works collaboratively with the management team (daily);
- Works in shared and consultative manner with other employees (daily);
- May be required to be available outside normal work hours (frequently);
- May be required to respond to emergency situations (occasionally);
- Travel may be required (occasionally);
- Responsible to the Director of Public Works.

NOTE: The conditions described are representative of those that must be met by employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Department Head: _____

Human Resources: _____

Date: _____