



Lacombe Regional Waste Services Commission

Commission Manager Job Description

Department	Lacombe Regional Waste Services Commission
Reports To	LRWSC Commission Chair (or Delegate)
Job Description Approval Date	January 8, 2019

POSITION SUMMARY:

The LRWSC Commission Manager is directly responsible for the management and leadership of the programs for the solid waste organization as directed by the LRWSC Board.

The LRWSC Commission Manager shall administer the LRWSC in accordance with policies and bylaws of LRWSC and directives from the Board.

The Commission Manager reports directly to the LRWSC Board Chair or his/her designate.

In the event of an organizational structural change, the Manager refers to the Board Executive in matters of major decision, problems, and policy procedures.

KEY DUTIES AND RESPONSIBILITIES:

1. Ensure the landfill and transfer stations are operated in accordance with all Provincial and Federal Legislation, including, but not limited to, the Environmental Protection and Enhancement Act Waste Control Regulation and the Code of Practice for Landfills.
2. Maintain certification of landfill operations for a Class IIIC Landfill or other classification as mandated by the approving authority.
3. Ensure that a comprehensive safety program is in place and followed. All safe work procedures are adhered to and compliance with current OH&S legislation is maintained.
4. Demonstrate excellence in communications and engage stakeholders, both internal and external. Foster and maintain a positive and professional relationship with the Board, LRWSC customers and the public at large.

5. Maintain monitoring and record keeping procedures as specified in the Landfill Operations Plan.
6. Research alternative methods of waste disposal and recycling and handling. Results to be reported to the Board in an ongoing basis as is practical.
7. Deal with reports and complaints from the public in a timely manner in order to maintain good public relations.
8. Coordinate appropriate maintenance of LRSWC equipment and sites to ensure safe and continued operation of services.
9. Prepare reports as required in order to keep the Board informed of the ongoing operational condition of the commission.
10. Prepare the annual operating and capital budget along with supporting documentation.
11. Assist in the preparation of annual reports, financial statement, and annual audit.
12. Maintain capital replacement schedules for capital equipment and recommend changes or amendments.
13. Monitor and control the expenditure of funds in accordance with the approved budget for LRWSC.
14. Develop and implement appropriate internal auditing and program evaluation procedures to ensure value for money within LRWSC.
15. Prepare and oversee tendering of goods and services as required by the various plans of the LRSWC.
16. Implement new programs and facilities as approved by the Board.
17. Coordinate with member municipalities the proper disposal of waste and recycling.
18. Assist in the coordination of credit accounts obtained by private industry as required. Monitor all accounts and ensure records are accurate and up to date.
19. Perform regular/daily supervision of landfill and transfer sites.
20. Manage Commission personnel in a way that ensures policies and procedures are adhered to and that good public relations are maintained and enhanced.
21. Facilitate personnel hiring, performance evaluation, salary or wage placement, suspension, or dismissal. Approve timesheets for all personnel under the Manager's direction.
22. Maintain the agreement with the receiving landfill site (currently West Dried Meats Lake Regional Landfill) and other contracts (i.e. – Ewaste, swap center, scrap metal).

23. Ensure all agenda's, agenda items, and reports are prepared for scheduled meetings of LRSWC.
24. Liaison with member municipalities and attend their Council meetings when requested.
25. Ensure that all sites and equipment are maintained in a safe and orderly fashion and pertinent events are recorded in appropriate schedules.
26. Ensure all invoices are properly authorized and coded.
27. Maintain accurate authorization and approval documents for purchases with LRWSC company credit card(s).
28. Maintain the confidentiality of all records in the office and only release information in accordance with applicable legislation
29. Maintain effective public relations and present LRWSC in a positive manner. Respond to questions/complaints from site users in a timely and professional manner.
30. Ensure LRWSC policies & procedures are up to date and followed by all personnel.
31. Ensure education / knowledge of all acts, regulations and legislation and ensure compliance. With Board approval, attend conferences, courses and workshops, and hold membership in organizations focused on improving the ability of the Manager.
32. Participate in workplace safety initiatives and meetings as required. Report to work fit for duty.
33. Other duties as assigned from time to time by the LRSWC Board.

QUALIFICATIONS:

1. Post-secondary accreditation in Environmental Science, Accounting, Business, Commerce, or some related discipline.
2. Excellent interpersonal, project/time management, analytical, oral and written communication skills.
3. 5 years of experience in a senior supervisory/management role with budgetary experience.
4. Related experience of solid waste management.
5. A thorough knowledge of local, provincial and federal environmental and solid waste regulations.

6. Superior leadership skills: able to influence and engage direct and indirect reports and Board members.
7. Ability to think critically, analyze complex situations and recommend appropriate courses of action.
8. Ability to make decisions and solve problems related to daily operating budget, staff, the LRWSC board, environmental compliance, etc.
9. Experience using Microsoft Office applications, with a high level of proficiency in Microsoft Excel, and extensive experience with municipal financial software.

WORK ENVIRONMENT AND PHYSICAL CHARACTERISTICS:

Work is accomplished both in the office and in the field. In the office, the employee uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. The employee may encounter frequent interruptions throughout the work day.

This position involves sedentary times when the employee is regularly required to sit, talk, hear, and use hands and fingers in a repetitive motion to operate office equipment. The employee must have close visual acuity to view the computer monitor and perform reading of various types of documents.

In the field, the employee conducts site inspections, conducts meetings at various work sites, meets with staff and the public in various locations outside of the office, etc. During these times, the employee is subject to outside environment conditions including rough terrain, unpleasant odors, heat, cold, dry, dusty and/or wet conditions, as well as insects, bees and wildlife.

This position also involves walking or standing for brief periods of time and occasionally exerting up to 50 pounds of force to lift, carry, push, pull or otherwise move objects.