

Bin Collection Leader

DEFINITION

This work involves supervision of all aspects of the deployment, monitoring, and associated quality and productivity of the multi-family bin collection program. In addition to collection activities, positions in this class are involved in the preparation, dispersal, maintenance and repair of waste and recycle collection bin inventories. Bin maintenance activities are performed in a City shop or at customer sites. Collection services monitored involve the pick up of waste and recycle materials through the use of specialized collector trucks. Positions in this class plan, schedule and assign waste and recycle collection work activity directly to multi-family collectors, ensure that collection activities are performed in a safe and efficient manner, and implement manpower and equipment adjustments to meet daily needs.

Collection schedules and routes are established and incumbents in this class incorporate new service areas and restructure existing routes in response to new and changes to service demands. Leaders respond to problems and needs of field collectors, concerns raised by Solid Waste Bylaw infractions, Municipal Waste Inspectors, and Site/Property Manager complaints and concerns. Positions in this class initiate modifications of existing bins to meet specific needs and evaluate the serviceability of existing bins stocks to maximize the life cycle of containers, pick up vehicles, etc.

Leaders maintain an ongoing awareness of collection equipment and material handling facility status, and initiate necessary repairs and maintenance to the bin collection fleet to meet ongoing service demands. In addition, positions in this class supervise all aspects of the bin inventory including inspection, maintenance and repair, customization, initial field deployment, and related aspects of inventory management.

Employees in this class are responsible for the selection, training and performance evaluation of bin collectors, bin maintainers, and labourers. Leaders deal with performance management, attendance management, disciplinary and safety issues, injury accidents, overtime authorization, vacation and leave approvals, timesheet approvals and related administrative matters. Leaders ensure that appropriate licensing, safety training and certification and Occupational Health and Safety procedures are followed in the bin maintenance area.

TYPICAL DUTIES*

Coordinates daily assignments to collection personnel in accordance with plans and schedules, matching manpower and equipment resources to specific needs and incorporating the requirements of multi-family waste collection in accordance with policy, bylaws and related procedures.

Receives incoming complaints and issues from collectors and site managers and provides required direction and support on a timely basis, attending collection sites when necessary.

Responds to incoming complaints, bin damage reports, unusual pickup requirements, recurring problem areas, etc. in order to comply with applicable policies, procedures and bylaws.

Responds to incoming emergency requests such as roadway accidents, chemical spills, etc. and ensures that spill handling is conducted in accordance with approved procedures.

Assists with interviewing applicants for collection or bin maintenance work, selects new employees, arranges for training and orientation of successful applicants and evaluates the suitability of individuals during probationary service.

Evaluates collector performance on an ongoing basis and determines the need for equipment and handling training, re-assignment, safety training, discipline, attendance management and related procedures.

Monitors the operational condition and efficiency of the collection vehicle, bin inventory and equipment handling inventory, schedules and arranges for maintenance and repair activity, and responds to unusual equipment malfunction and service problems.

Conducts staff safety discussions, occupational health training, etc. and maintains an awareness of ongoing issues related to health and safety.

Initiates staff disciplinary procedures (counselling, oral and written warnings, etc.) in areas of performance, attendance, safety and equipment handling violations, etc. prepares required documentation as required and refers chronic or severe disciplinary matters to the supervisor.

Maintains records of bin serial numbers, specifications, disbursements, deliveries, repairs, exchanges, etc.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the equipment, procedures, routes, and associated policies and Bylaws related to the City's multi-family waste and recycle collection program.

Ability to effectively supervise the daily ongoing activities of a bin collection and maintenance/repair workforce, including performance monitoring, attendance management, and Occupational Health and Safety compliance.

Ability to organize, deploy and lead service changes as per demand and to initiate changes in response to changes, emergent situations, etc.

Ability to effectively interpret and apply the concepts, principles and behaviours consistent with leading, motivating and encouraging staff; ensuring compliance with the City's policies and procedures and representing the City of Edmonton in a professional, honest, respectful, and safe manner.

Ability to communicate effectively with the public on matters related to service delivery, and to deal effectively with Site and Property Managers to achieve program objectives.

Skilled in the operation of bin collection vehicles and associated handling and repair equipment, the use and demonstration of proper lifting techniques and safety procedures.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Grade 12 supplemented by training including Level I and Leading People for Results. A minimum of 3 years of experience in waste management/collection services including operation of all collection vehicles and associated equipment is required.

Possession of a valid Alberta Class 3 Drivers Licence with airbrake certification and a City Driving Permit.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	1900			
Last Updated:	2008/03			
Previous Updates:				
Originated:	2005/05			