

ECO Station Foreman

DEFINITION

This position supervises the day to day operation of the ECO Station and ensures the efficient and safe operation of the site. Duties involve the planning, coordination, and organization of available manpower to ensure that incoming materials are processed in a safe and efficient manner. The ECO Station Foreman also ensures that appropriate site maintenance and security measures are taken and that emergency or unusual situations are dealt with as required. This position is required to maintain effective contact with the public in order to provide service and to educate staff and site users on the need to handle hazardous waste materials in a safe manner.

The Foreman monitors all working stations and deploys staff in order to process incoming materials as efficiently as possible. Decisions respecting the acceptance and/or handling of unusual or dangerous materials are made by this position. ECO Station staff are assigned work on various stations and the foreman ensures that rotations are implemented throughout the entire facility. The Foreman supervises staff, ensures that appropriate training is delivered, and responds to the requirement for directing staff and issuing discipline as needed.

Incumbents are responsible for various administrative tasks including signing manifests, maintaining records of materials processed, contacting appropriate contractors or other waste handlers, and providing accurate input into the preparation of administrative reports, forecasts, and short term and long term budgets. The Foreman also provides input into handling methods, equipment, storage facilities, etc. in order to make the facility safer and more efficient.

TYPICAL DUTIES*

Supervises and monitors the daily operation of the ECO Station and ensures that incoming traffic is handled as efficiently as possible. Responds to unusual situations, makes required decisions concerning the acceptance of specific materials or quantities, contacts appropriate resources to deal with extremely dangerous materials such as explosives or radioactive matter and deploys staff to various workstations in order to meet the current needs of the Station.

Monitors and supervises all cash handling procedures and reports all related problems to the supervisor.

Prepares staff station schedules, rotation rosters and other manpower and site operation planning documents to ensure the safe and efficient operation of the Station. When necessary, makes adjustments to pre-set schedules and authorizes staff overtime work to meet current service demands.

Monitors the facility capacity and orders pick ups of materials destined for hazardous disposal, landfill, other recycling facilities, scrap metal dealers, etc. and ensures that appropriate safety and handling procedures are followed.

Directs the training of staff among the various stations including appropriate handling methods, the use of safety equipment and procedures, the response to emergency situations, and the use of material handling equipment, and provides orientation training and updates of operational procedures as required.

ECO Station Foreman

Ensures that appropriate staff are trained to operate a bobcat, forklift, and other manual and hydraulic lifting equipment for unloading items, moving high capacity drums and other large materials, and ensures that site equipment remains in good repair. Assists with the design of special equipment, storage and holding area facilities, etc. to facilitate the efficient storage and movement of materials. Provides backup operation of equipment on a limited basis.

Deals with members of the Public, materials handlers, and others in order to educate on the correct methods of materials handling and disposal, conducts tours of the facility to various outside groups, and assists with the preparation and distribution of information brochures on the facility.

Assists with materials handling work, customer direction, cash handling and other duties carried out by ECO Station Attendants in order to cover busy periods.

Contributes to the design and implementation of new methods of safe material handling, worksite layout, protective clothing and other related apparatus, staff workstation duties, etc. in order to ensure the safe and efficient operation of the ECO Station.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of a wide variety of hazardous materials, and the appropriate methods of handling, storage and disposal and the effective use of protective clothing, respirators, and related safety equipment.

Ability to implement changes to established site operations in order to meet current service demands.

Ability to assess incoming materials for acceptability and to initiate appropriate measures to deal with substances deemed to be extremely hazardous (radioactive or explosive materials, etc.)

Ability to deal with members of the Public in an effective manner, and provide educational information concerning the Station and handling of materials.

Ability to withstand periods of strenuous physical activity as well as working in outside weather conditions.

Skilled in the safe handling of a wide range of materials brought to the Station and associated manual and motorized materials handling equipment.

TRAINING AND EXPERIENCE REQUIREMENTSJob Level

Grade 12 or an equivalent combination of training and experience, including coursework in Chemistry.

Completion of Part I and II of Foremanship Training.

A minimum of 3 years of progressive work experience in the Waste Management (disposal and handling of hazardous wastes) Industry with demonstrated potential for supervisory responsibility.

Must possess a valid Class 5 Alberta Motor Vehicle Operator's Licence and be eligible to hold 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	1302			

Last Updated:
Previous Updates:
Originated:

1997/10