

Waste Supervisor

DEFINITION

This class is concerned with directing the delivery of a large-scale recycle waste collection program and/or operation as well as the administration of associated bylaws and policies. In addition to the overall collection function, working responsibilities extend to the Leachate Plant and administration of a litter collection program in designated areas of the City. Employees in this class provide the required detailed planning and coordination of manpower, equipment and facility resources to achieve service delivery standards. Day to day service delivery direction is provided through Waste Leaders and their subordinate Leadhands who monitor the ongoing progress of collection operations and provide problem resolution decisions to field staff.

Waste Supervisors provide high level operational logistical decisions in order to achieve service delivery standards and deal with unusual or emergent situations. A significant aspect of the work involves the timely response to incoming complaints from the public concerning service delivery and dealing with others to resolve operations problems.

Work in this class also entails the timely and effective response to environmental spills of oils, fluids, etc. by the collection fleet, including the preparation of environmental reports.

In addition to the daily coordination and monitoring of the collection program, employees in this class provide resource planning and administrative support including provision of staffing, collection vehicle fleet asset acquisition, preventive maintenance and breakdown repair, service delivery data compilation, route and equipment logistical planning, and service delivery in support of special programs and bylaws. Waste Supervisors are directly responsible for the hiring, training, performance evaluation, scheduling, and other related aspects of human resource management of the waste collection/handling program.

TYPICAL DUTIES *

Provides co-ordination, direction and leadership of all aspects of a large-scale, comprehensive waste collection program.

Builds and maintains productive collection teams by providing coaching, training and development, health and safety programs, attendance management and performance evaluation.

Recruits, trains, orients and mentors both permanent and seasonal staff to achieve program objectives.

Planning and coordination of leachate treatment plant and collection system maintenance and servicing to include ordering and maintaining inventories of plant process chemicals and other supplies. Sourcing out vendors for new and replacement equipment and parts and contractors for carrying out required infrastructure maintenance and providing recommendations on purchasing options applicable to the leachate treatment plant.

Maintains effective working relations with staff, supervisors and Foremen, contractor representatives, other City staff, and members of the general public in order to meet program objectives and resolve problems on a timely basis.

Waste Supervisor

Makes operational decisions to meet service objectives, responds to unusual situations related to weather conditions, equipment breakdowns, staff injuries and other unforeseen situations. Provides advice, problem solving, conflict resolution and direction to Leaders in response to emergent situations.

Provides appropriate service planning in areas such as manpower, equipment deployment, materials and supplies acquisition in order to ensure the continuing efficiency of collection operations. Co-ordinates staff vacation schedules, changes to staff information (address, etc.) and implements programs such as WCB and modified work to accommodate workforce needs. Ensures adequate supplies of protective clothing, containment kits, etc. and ensures that staff adhere to safety regulations and policies.

Prepares and analyzes program performance data (tonnage, loads, etc.) and productivity reports for managers and provides planning forecasts, future resource requirements (budgets, etc.) and prepares administrative reports such as accident reports, environment incidents, maintenance schedules, unit costing, seasonal production, etc.

Gathers information for discipline and dispute resolutions and recommends disciplinary action when required and determines whether remedial training and testing is required to resolve staff issues.

Leads the implementation of special programs such as Christmas tree disposal, festival and special event litter control, and Bylaw-initiated clean up operations.

Performs research and evaluates waste collection and handling equipment and vehicles as to cost effectiveness, suitability to the City's operations, and related factors.

Acts as a departmental representative in matters concerning vehicle/equipment acquisition, maintenance scheduling, modification and fabrication and provides others with operations expertise when required.

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 waste collection program.

Ability to effectively supervise the daily ongoing activities of a large waste collection workforce consisting of Leaders and Leadhands, including performance monitoring, attendance management, and Occupational Health and Safety compliance.

Ability to co-ordinate multiple aspects of the waste collection program and to respond to unforeseen situations such as weather conditions, equipment breakdowns, environmental spills, etc.

Ability to communicate effectively with the public on matters related to service delivery and to resolve complaints in an expeditious manner.

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.

Waste Supervisor

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

Skilled in the use of office automation software including word processors, spreadsheets, electronic mail, etc.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Grade 12 supplemented by training including Level I and Leading People for Results. A minimum of 6 years of experience in all aspects of waste management/collection services including operation of all collection vehicles and associated equipment is required.

Valid Alberta Class 3 Drivers License with airbrake certification, City Driving Permit.

Landfill and Composting facility Operator Certification (or attain within 18 months of appointment)

Pesticide applicators license where applicable

Or

in Leachate Plant Operations

Completion of twelfth school grade and successful completion of a technical Wastewater Treatment Operator Training Program as recognized by the City of Edmonton.

Possession of Alberta Environment Level IV WWT certification or equivalent from other jurisdiction.

4th Class Power Engineering Certificate

Leading People for Results

Class 3 license

Confined space entry certification

5 years operator experience in large scale Alberta Environment Municipal Class III or IV plant.

2 Years staff supervisory

3 years admin experience with specialized mechanical, electrical and instrumentation control suppliers and contractors

* *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.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	1901			

Last Updated:	2010-02 (was Waste Collection Supervisor)
Previous Updates:	2008-03
Originated:	2004-12