

Waste Leader

KIND AND LEVEL OF WORK

This work involves providing leadership and supervision of all aspects of operational and facility maintenance activities of the Edmonton Waste Management Centre. Work supervision, guidance and direction will be given to subordinate Leaders and/or Equipment Operators assigned to all operations throughout EWMC Operations. Some unique situations where the operations include a very specialized operation including its space planning, site layout and seasonal process amendments will be within this classification's scope of responsibility (i.e. Cure Site Operations). Facility operations are regulated by Alberta Environment, Occupational Health and Safety regulations, Operations permits, City and departmental guidelines (cash handling, safety procedures, etc.), Bylaws concerning waste disposal and policy and procedure manuals.

Leaders maintain an ongoing awareness of seasonal demands, special programs, etc. and provide planning of staffing resources, scheduling, training, etc. to meet these needs. Preparation of weekly, monthly and seasonal equipment and manpower forecasts are within the scope of responsibility associated with this role. Liaison with supervisors of other operational areas regarding any operational or processing issues of incoming or outgoing materials. Guidance is provided to this role when major issues arise causing long term impacts with respect to budgets and contracts or ongoing customer service levels

TYPICAL DUTIES

Provide daily operational directions to Leader I's within a multitude of specific facilities at EWMC.

Coordinate the operations of different contractors utilized by area and assuring that they are meeting pre-established needs set forth by EWMC.

Monitor performance of plant processing and operational equipment and resolve any unforeseen issues with maintenance contractor.

Responsible for assuring that mobile equipment and manpower is available on a daily basis to assure that all operations are simultaneously operating safely and efficiently. Each operation is co-dependant on the efficient operation of the other.

Ensuring that all associated service contractors are performing according to their contractual obligations and Equipment is functioning appropriately.

Prioritization of site processing needs and reallocation of staff and equipment to fulfill these needs on an ad hoc basis

Decisions on how to deal with large volumes of material to process and minimal storage capacity

Input into the hands on inspection and evaluation of new equipment being considered for acquisition

The position will be responsible for a large staff throughout a multitude of functional areas, this responsibility will include providing direction, overseeing performance reviews and training requirements which may include some support from the Leadhands in the area.

Performs related duties as required.

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KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the equipment, procedures, routes, and associated policies and Bylaws related to the City’s waste disposal and storage program.

Knowledge of the applicable regulations associated with the use and disposal of chemicals such as herbicides and pesticides, dangerous goods handling, and associated environmental protection procedures.

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

Ability to communicate effectively with the public on matters related to service delivery and problem resolution.

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.

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

TRAINING AND EXPERIENCE REQUIREMENTS

Grade 12 supplemented by training including Level I and Leading People for Results. A minimum of 5 years of experience in large scale waste management environment including operation of all vehicles and associated equipment is required.

Valid Alberta Drivers License, City Driving Permit, First Aid Certificate.

Pesticide applicators license where applicable.

Additional Training and Experience Requirements If Position is Located in Composting Operations:

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

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	2112			

Last Updated: 01/2025

Previous Updates: 06/2009

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