



JOB TITLE: SUPERINTENDENT – SOLID WASTE LANDFILL

REFERENCE NO: 100145

DIVISION: DEVELOPMENT AND INFRASTRUCTURE

DEPARTMENT: ENVIRONMENTAL UTILITIES

APPROVAL DATES:

BY:

[Signature]

DATE:

May 5, 2011

COMMISSIONER OF DEVELOPMENT AND INFRASTRUCTURE

BY:

[Signature]

DATE:

May 3, 2011

GENERAL MANAGER OF HUMAN RESOURCES

GENERAL DESCRIPTION:

This is a management position responsible for the planning, coordination, supervision and quality control of the operation, maintenance and construction of the City's Landfill and internal Waste Diversion Programs.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Solid Waste Utility Manager.
- Directly supervises the landfill supervisor and indirectly supervises up to 8 permanent and seasonal employees.
- Directly manages the Contract Operators of the Landfill's recycling collection, processing and marketing program, and the City's compost processing and marketing programs.
- Directly manages the Operators of non-traditional partnership.
- Directly manages consultants and contractors engaged in construction and upgrade projects.
- Provides close and regular liaison with the Solid Waste Collection Operations staff, Department engineering section, other City departments, private industry, suppliers, contractors and regulatory authorities.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Prepares plans, maintains, coordinates, assembles resources and schedules landfill operations activities including construction and maintenance tasks; inspections; testing, sampling and data collection; technical research, evaluations and studies.
- Prepares, maintains, records and reports on operations, maintenance, training, financial, customer service and other records for historic, analysis, reporting and planning purposes. This includes safe work practises, accurate operational documents, standard operating procedures, fleet maintenance procedures, employee training documents, financial and other records for planning maintenance requirements.
- Responsible for Landfill and Waste Diversion capital and upgrade projects including planning, tendering, administration, site inspection, quality control and timely progress.
- Responsible for management of the waste diversion contract operators including program goals, administration, financial approvals, record keeping and regulatory requirements.
- Prepares work estimates, standards, schedules and work plans and ensures adherence.
- Responsible for the hiring, training, evaluation, discipline and supervision of permanent and seasonal employees including the development and maintenance of performance standards.

- Researches and recommends changes in practices and procedures that improve operational effectiveness and efficiency.
- Ensures compliance with legislative, operating license and City policy requirements.
- Ensures that environmental, health and safety policies, procedures, equipment, training and records are maintained in compliance with regulatory and due diligence requirements.
- Maintains positive and open communications with higher level government departments, external agencies, internal departments and the public on an ongoing basis.
- Reviews public complaints and compliments and ensures appropriate follow up action is taken.
- Prepares reports, working papers, summaries and other related documents.
- Projects a positive image of self and the organization.
- Represents the department on committees and associations as required.
- Provides backup coverage for the Superintendent of Solid Waste Collection duties.
- Performs other duties as requested.

REQUIRED COMPETENCIES:

- Thorough working knowledge of municipal recycling, composting and landfill operations principles, practices, procedures and trends.
- Thorough working knowledge civil maintenance and construction principles, practices, contract tendering and administration, procedures and regulations as it relates to municipal landfill infrastructure.
- Working knowledge of personal computer applications including word processing, spreadsheets and data base software.
- Working knowledge of municipal budgeting and financial management procedures.
- Knowledge of solid waste collection operations and waste diversion programs.
- Proven leadership capabilities and ability to maintain and promote a cooperative work environment.
- Proven ability to function effectively and efficiently in an environment of heavy work load with competing priorities.
- Proven ability to work effectively independently and as a team member and be accountable for the accuracy, timeliness, appropriateness and quality of judgements.
- Ability to effectively plan, supervise, coordinate and schedule work activities of subordinates.
- Ability to carry out solid waste management assignments to ensure compliance with design specifications, study objectives and standards.
- Ability to clearly and concisely express ideas on technical subjects, both orally and in writing.
- Ability to establish and maintain effective working relationships with other City staff, regulatory authorities, business contacts and the public.

REQUIRED QUALIFICATIONS:

- Successful completion of a two year diploma in Civil Technology from a recognized post-secondary institution.
- A minimum of five years of directly related experience including four years in a supervisory capacity.
- Possession of an unrestricted Alberta Environmental Protection Landfill Manager Certification.
- Possession of an Alberta Environment Compost Operating Certification.
- Must maintain a valid Class 5 Alberta Driver's License with an acceptable driving record.
- An equivalent combination of management approved training and experience may be considered.

SALARY RANGE:

- As per the Non-Union Salary Grid.