

Job Description

Solid Waste Facility Supervisor

POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



The Solid Waste Facility Supervisor is a key player in Region of Queens Municipality’s commitment to environmental sustainability and operational excellence. This role is responsible for overseeing the efficient and responsible operation of the Region of Queens Municipality’s solid waste facility, ensuring it meets both daily operational needs and long-term strategic goals. Reporting to the Manager of Environmental Services, the Solid Waste Facility Supervisor manages staffing, resource allocation and facility maintenance at the solid waste facility while ensuring compliance with environmental and labour regulations.

The role is critical in optimizing facility operations, managing leachate treatment and maintaining site integrity. By fostering staff development and implementing best practices, the Supervisor contributes significantly to the Region’s broader environmental and community objectives, ensuring that waste management processes align with sustainability goals, regulatory requirements and operational excellence.

MAJOR RESPONSIBILITIES

(Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
<p>Facility Operations Management</p> <ul style="list-style-type: none"> • Oversee the day-to-day operation of the Region’s solid waste facility, ensuring efficient processing, sorting and disposal of waste materials • Ensure optimal use of facility space, staff and equipment to meet operational requirements and manage waste effectively • Coordinate and supervise the maintenance of the facility, ensuring that all equipment and infrastructure are in good working condition, minimizing downtime and ensuring safety 	<p>40%</p>

Description	Approximate Time Spent (%)
<p>Staff Supervision and Development</p> <ul style="list-style-type: none"> • Manage and mentor staff, providing guidance on new techniques, technologies and best practices to improve operational efficiency • Facilitate ongoing training opportunities for staff to ensure continuous growth and adherence to safety and operational standards • Oversee staff performance, including the verification of timecards and ensure adherence to collective agreements where applicable 	20%
<p>Environmental Compliance and Quality Assurance</p> <ul style="list-style-type: none"> • Ensure that all operations comply with environmental regulations, including the proper handling and disposal of waste and hazardous materials • Monitor and manage the transfer of leachate from the lagoon to the wastewater treatment plant, ensuring compliance with environmental standards • Implement measures to minimize site erosion, sedimentation and maintain the cleanliness and organization of the facility 	10%
<p>Strategic Planning and Reporting</p> <ul style="list-style-type: none"> • Contribute to the long-term planning and development of waste management strategies that align with Region of Queens Municipality's sustainability goals • Prepare and submit reports on facility operations, including data on waste volumes, staff performance and environmental compliance, to inform decision-making 	20%
<p>Safety and Emergency Response</p> <ul style="list-style-type: none"> • Safety Protocols: Develop, implement and monitor safety protocols for all facility operations, ensuring a safe working environment for all employees • Emergency Response: Coordinate and lead emergency response efforts during after-hours situations or winter works, ensuring rapid and effective resolution of issues • Incident Reporting: Document and report all incidents and emergencies, providing detailed accounts to inform future prevention strategies 	10%

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Education (degree/diploma/certifications):

- Valid certification in Solid Waste Management or Waste Facility Operations is preferred (e.g., CWWOCC, SWANA, ZWIA, MOLO, etc.)
- Certification in Occupational Health and Safety Standards is an asset (e.g., CSA, CCOHS, etc.)
- Class 5 NS Driver's License with Condition 15 endorsement

Experience:

- Minimum of three (3) years of experience in solid waste management operations or a related environmental services field
- At least two (2) years of experience in a supervisory or leadership role, managing teams in an operational environment
- Work experience in a municipal environment is considered an asset

Knowledge/Skill/Ability:

- Ability to maintain positive and productive working relations with internal and external contributors
- In-depth knowledge of waste management regulations, environmental protection standards and best practices for facility operations
- Understanding of workplace safety standards, emergency response procedures and hazardous materials handling
- Familiarity with municipal waste management systems and related infrastructure
- Strong ability to lead and supervise a team, including mentoring, training and ensuring compliance with policies
- Ability to assess operational challenges and implement effective solutions
- Strong verbal and written communication skills for interacting with staff, the public and regulatory organizations
- Ability to prioritize and manage multiple tasks, ensuring efficient facility operations
- Capable of making informed decisions under pressure, particularly in emergency or time-sensitive situations
- Ability to perform physical tasks such as operating vehicles and equipment, as well as conducting inspections throughout the facility
- Flexibility to adjust to changing regulations, technologies and operational needs
- Ability to use office equipment and software such as Microsoft Office, time management software and regulatory reporting systems

WORK CONDITIONS



Work Demands

This position spends approximately:

- 40% of the time indoors
- 40% of the time outdoors
- 20% of the time driving a vehicle during work

Physical effort:

- Able to spend extended periods of time walking, standing or crouching while carrying, lifting or applying other motor skills
- Able to spend extended periods of time sitting at a desk
- Able to spend extended periods of time walking or standing on uneven surfaces
- Able to transport objects or equipment up to 25kg on/off vehicles, up/down stairs safely
- Able to recognize and identify objects or surfaces at a distance

Mental effort:

- Able to effectively express and exchange ideas with employees
- Able to adapt well in the face of workplace stressors such as difficult members of the public, competing priorities and complex time-sensitive emergencies
- Able to understand direction and adhere to workplace protocol
- Able to effectively and efficiently make sound decisions

Hours of work:

- Regular hours of work will be 8:00 am to 4:30 pm, Monday to Friday with some evenings and/or weekend work depending on operational need
- After-hours on-call (weekly rotation)

Work Location:

- On-site (100% of work performed on-site)
- Hybrid (Combination of on-site and remote work)
- Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.



Independent Decision Making:

- Customer service decisions in responding to public comments and inquiries
- Interpret and implement policies, procedures and agreements
- Diagnose and effect repairs to infrastructure or equipment
- Develop short-term and long-term project planning

Financials and Budget:

- Make purchases up to \$1,000 without Environmental Services Manager's approval
- Provide input / information to Environmental Services Manager for budget planning

Confidential Information:

- This position has moderate access to sensitive or confidential information

Creativity and Ingenuity:

- Leverage new technologies, tools and materials to improve quality and efficiency
- Develop designs, layouts and arrangements for hard and soft structures/features

Leadership, Supervision and Functional Advice

Employees this role manages or supervises:

- Manage and supervises unionized employees
- Manage contractors

Functional advice this role may provide and to whom it is provided:

- Provide technical advice related to design, construction, maintenance, troubleshooting and optimization of systems, structures and processes
- Develop and support risk assessment and safety measure implementations
- Provide technical advice related to construction

POSITION CLASSIFICATION
(Where this position fits)



<p>Position Title: Solid Waste Facility Supervisor</p>	<p>Division: Environmental Services</p>
<p>Department: Infrastructure and Operations</p>	<p>Classification:</p>
<p>Positions Supervised Directly: 6</p>	<p>Reports to (Direct): Environmental Services Manager</p>
<p>Salary Grade: Grade 4</p>	<p>Positions Supervised Indirectly: none</p>
<p>Hours per week: Regular hours of work are Monday to Friday 8:00 am - 4:30 pm with a 30-minute unpaid lunch. Some evening and/or weekend work will be required from time to time.</p>	<p>Work Location: Queens Solid Waste Facility 3750 Highway 8, Milton</p>
<p>Effective Date:</p>	<p>Revision Date: November 13, 2025</p>

Organizational Chart

The reporting relationship of this position to others within the immediate department.

