

## 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 the Region's commitment to environmental sustainability and operational excellence. This role is responsible for overseeing the efficient and responsible operation of the Region's solid waste and recycling facilities, ensuring they meet both daily operational needs and long-term strategic goals. Reporting to the Manager of Environmental Services, the 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><b>Facility Operations Management</b></p> <ul style="list-style-type: none"> <li>Oversee the day-to-day operation of the Region's solid waste and recycling facilities, ensuring efficient processing, sorting, and disposal of waste materials.</li> <li>Ensure optimal use of facility space, staff, and equipment to meet operational requirements and manage waste effectively.</li> <li>Coordinate and supervise the maintenance of the facility, ensuring that all equipment and infrastructure are in good working condition, minimizing downtime, and ensuring safety.</li> </ul>	<p>40%</p>

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

Description	Approximate Time Spent (%)
<ul style="list-style-type: none"> <li>Incident Reporting: Document and report all incidents and emergencies, providing detailed accounts to inform future prevention strategies.</li> </ul>	

**\*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.

**MINIMUM QUALIFICATIONS**  
(Must Have)



**Education (degree/diploma/certifications):**

- Valid certification in Solid Waste Management or Waste Facility Operations is preferred.
- Certification in Occupational Health and Safety Standards (e.g., OSHA) is an asset.
- Class 5 NS Drivers License with Condition 15 endorsement

**Experience:**

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

**Knowledge/Skill/Ability:**

- Ability to maintain positive and productive working relations with internal and external stakeholders
- 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 bodies.
- Ability to manage multiple tasks, prioritize, and ensure 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 across 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



### Contacts and Nature of Interactions

Frequency Legend			
<b>Constant</b> – every day for most of the day	<b>Occasional</b> – bi-weekly to monthly		
<b>Frequent</b> – daily	<b>Rare</b> – once in a while		
<b>Regular</b> – weekly			

Contact (Title)	Internal / External	Frequency	Nature of Interaction
Manager of Environmental Services	Internal	Constant	Daily reporting, guidance, and decision-making.
Solid Waste facility staff	Internal	Constant	Supervision, mentoring, task delegation.
Public and facility users	External	Frequent	Addressing inquiries, ensuring compliance.
Regulatory agencies	External	Regular	Compliance reporting, inspections, coordination.
Contractors and vendors	External	Occasional	Coordinating services, managing contracts.
Finance department	Internal	Regular	Budgeting, expense approvals, financial reporting.
Other municipal departments	Internal	Occasional	Cross-departmental collaboration, planning.

Interactions with contacts are generally courteous and collaborative, although occasional exposure to rudeness or conflict may occur.

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

**Hours of work:**

- Regular hours of work will be 8:00 am to 4:30 pm, Monday to Friday with overtime or after-hours as required
- 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.

ACCOUNTABILITY AND INITIATIVE


**Independent Decision Making:**

- Customer service decisions in responding to public comments and inquiries
- Interpreting and implementing policies, procedures and agreements
- Diagnosing and effecting repairs to infrastructure or equipment
- Developing short- and long-term project planning

**Financials and Budget:**

- Makes purchases up to \$1000 without Environmental Services Manager's approval
- Provides input/ information to Environmental Services Manager for budget planning

**Confidential Information:**

- This position has moderate access to sensitive or confidential information

**Creativity and Ingenuity:**

- Leveraging new technologies, tools or materials to improve quality or efficiency
- Develops designs, layouts and arrangements for hard and soft structures or features

**Leadership, Supervision and Functional Advice****Employees this role manages or supervises:**

- Manages and supervises unionized employees
- Manages contractors

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

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

**POSITION CLASSIFICATION**  
(Where this position fits)

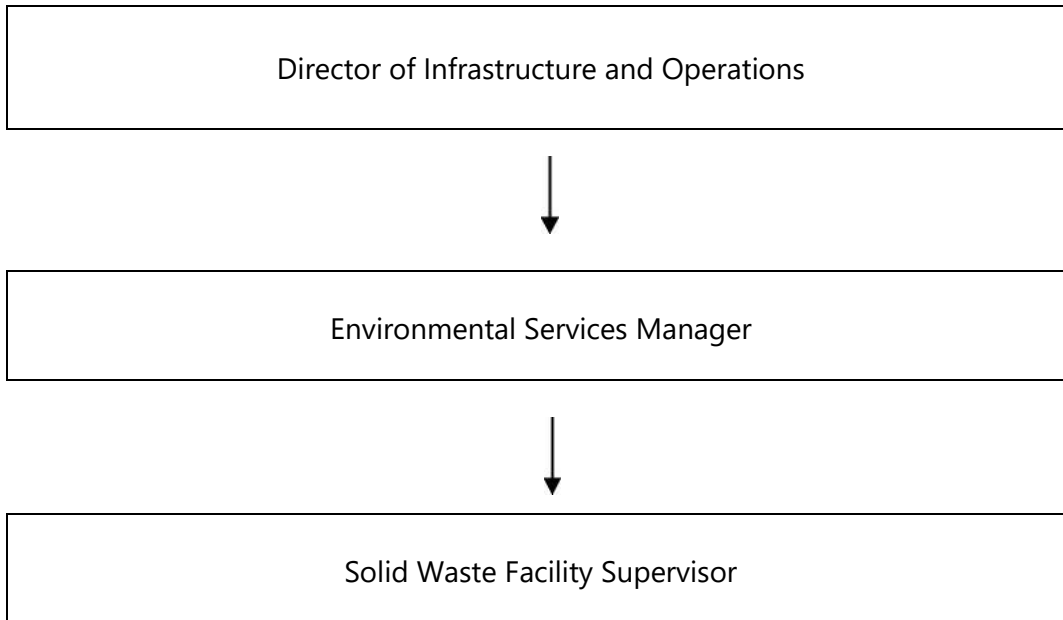


<b>Position Title:</b> Solid Waste Facility Supervisor	<b>Division:</b> Environmental Services
<b>Department:</b> Infrastructure and Operations	<b>Classification:</b> tbd
<b>Positions Supervised Directly:</b> 13	<b>Reports to (Direct):</b> Environmental Services Manager
<b>Salary Grade:</b> tbd	<b>Positions Supervised Indirectly:</b> none
<b>Hours per week:</b> Regular hours of work are Monday to Friday 8:00	<b>Work Location:</b> Queens Solid Waste Facility

am - 4:30 pm with a 30-minute unpaid lunch. Overtime and after-hours work will be required from time to time and may be balanced in lieu at the Manager's discretion.	3750 Highway 8, Milton
<b>Effective Date:</b> tbd	<b>Revision Date:</b>

## Organizational Chart

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



## APPROVAL

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Once the job description has been completed, ensure the Department Head or CAO has reviewed the document, discussed any points and/or comments that have arisen, and made changes accordingly.

Forward the final version, with all applicable signatures, to Human Resources.

**Manager Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head or CAO Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_