

EMPLOYMENT OPPORTUNITY

Supervisor of Solid Waste Facilities

Permanent Full-Time | External
Competition No: 2025-1023

✉ rdncareers@rdn.bc.ca
🌐 www.rdn.bc.ca

SKILLS & ABILITIES

- Strong leadership, team building, interpersonal, communication, and conflict resolution skills.
- Knowledge of the safe and proper operation of equipment and work procedures.
- Ability to fabricate with metal and good working knowledge of welding steel and aluminum.
- Ability to respond to emergency situations using sound judgment.

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1023 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 p.m., on February 21, 2025.**

Date posted: January 31, 2025

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.



ABOUT THE ROLE

The Regional District of Nanaimo (RDN) is seeking a permanent full-time Supervisor of Solid Waste Facilities with the Solid Waste Services department, primarily based at the Regional Landfill in Cedar.

The Supervisor of Solid Waste Facilities contributes to the effective operation of the Solid Waste Facilities through the operation, maintenance, and daily supervision of staff at both the Regional Landfill and Church Road Transfer Station. Primarily focusing on landfilling operations, facility maintenance and health and Safety, this excluded position provides leadership, direction, and support to the Solid Waste Department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

QUALIFICATIONS

Certification in leadership, accounting, business management, environmental management or protection or a related field is required, along with a trades qualification in Heavy Duty or Commercial Transport Mechanics (Red Seal or equivalent). Additionally, three (3) years prior job-related experience with a computerized waste management information system and two (2) years supervisory experience are required. An equivalent combination of training and experience may be considered.

Experience with equipment electrical and hydraulic systems and welding, along with formal SWANA training in landfill operation, landfill gas collection systems and waste screening are assets. Possession of a valid Class 3 BC Driver's License with Air Brake Endorsement is required.

POSITION DETAILS

This is a permanent full-time Exempt position offering 35 hours of work per week with a salary range of \$99,975 to \$111,083 as well as a competitive benefits package including extended health and dental benefits, employer matched contributions to the Municipal Pension Plan and eligibility to participate in the RDN's flex days program.

A Criminal Record Check is required as a condition of employment with the Regional District of Nanaimo.

POSITION TITLE:	Supervisor of Solid Waste Facilities
REPORTS TO:	Superintendent, Solid Waste Operations
DIRECT REPORTS:	Equipment Operators Landfill and Transfer Station Maintenance Workers

POSITION SUMMARY

The Supervisor of Solid Waste Facilities contributes to the effective operation of the Solid Waste Facilities through the operation, maintenance, and daily supervision of staff at both the Regional Landfill and Church Road Transfer Station. Primarily focusing on landfilling operations, facility maintenance and health and Safety, this excluded position provides leadership, direction, and support to the Solid Waste Department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

MAJOR DUTIES AND RESPONSIBILITIES

- Provides leadership to solid waste staff in the daily operation of Solid Waste Facilities, with a focus on ensuring the health and safety of team members.
- Manages the performance of direct reports and handles labour relations matters, escalating to the Superintendent as required.
- Represents the Superintendent in Step 1 grievances making recommendations for the path forward as and when required.
- Plans, directs, and monitors the work of equipment operators and Solid Waste maintenance workers at the Landfill and Transfer Station daily to ensure compliance with policies and procedures for computerized weigh scale operations, waste acceptance, equipment operation and public safety.
- Oversees and directs the training and orientation of permanent and casual staff in RDN policies and procedures for equipment operation, computerized weigh scale operations, waste acceptance and public and worker safety.
- Prepares shift and work schedules and approves vacation leave requests for Solid Waste staff.
- Carries a cell phone and responds to callouts when required.
- Assists in the selection and evaluation of assigned permanent and casual personnel. Provides recommendations with respect to work standards, staffing levels and job performance reviews.
- Ensures compliance with the RDN Health and Safety Program and prepares appropriate RDN and WorkSafe BC reports for approval by the Superintendent.
- Assists in the daily supervision, monitoring and evaluation of contractors providing services.
- Assists in the preparation of written policies and procedures for equipment operation, weigh scale and self-haul drop-off/transfer services.
- Reviews all daily activity logs and summaries, checks, and signs off all edits by scale clerks and recommends final sign-off by the Superintendent.
- Obtains quotations, assists in the selection, and supervises contractors for assigned equipment and building repair and maintenance contracts.
- Performs administrative duties related to purchasing, invoice approval, budget preparation and various contracted and in-house projects.
- Attends site meetings regarding construction projects with the Superintendent, consultants, and contractors. Proactively plans and implements service disruptions during construction periods.
- Resolves customer complaints regarding scale and self-haul drop-off services, escalating to the Superintendent when required.
- Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Performs other duties, as required.

REQUIRED EDUCATION AND EXPERIENCE

Education/Experience

- Certification in leadership, accounting, business management, environmental management and/or protection or in a related field.
- Trades Qualification in Heavy Duty or Commercial Transport Mechanics (Red Seal or equivalent).
- 3 years prior job-related experience with a computerized waste management information system.
- 2 years supervisory experience.
- An equivalent combination of training and experience may be considered.
- Experience with equipment electrical and hydraulic systems and experience with welding is an asset.
- Formal SWANA training in landfill operation, landfill gas collection systems and waste screening an asset.

Skills/Abilities

- Strong leadership, team building, interpersonal, communication, and conflict resolution skills.
- Possession of a valid Class 3 BC Driver's License with Air Brake Endorsement.
- Familiar with confined space entry and hazards associated with landfill gas.
- Landfill operations knowledge is an asset.
- Knowledge of WorkSafe BC regulations and an understanding of RDN policies and procedures.
- Knowledge of the safe and proper operation of equipment and work procedures.
- Ability to fabricate with metal and good working knowledge of welding steel and aluminum.
- Ability to respond to emergency situations using sound judgment.
- In good physical condition with excellent manual dexterity skills.
- Level 1 First Aid course.