

EMPLOYMENT OPPORTUNITY

Solid Waste Compliance Officer

Permanent Full-Time / External

Solid Waste Services

Competition No.: 2024-2029



www.rdn.bc.ca

SKILLS & ABILITIES

- Knowledge of investigative techniques including collection of evidence and surveillance.
- Ability to use sound judgment when identifying, mediating, and resolving bylaw infractions.
- Excellent interpersonal, written, and verbal communication skills, conflict resolution, and leadership skills.
- Proficient in word processing, spreadsheet, and database applications, as well as a variety of other computer applications.

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 2024-2029 in the subject line of your email to ensure proper processing.**

Applications will be accepted until the position is filled.

Date Posted: June 24, 2025

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



ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Solid Waste Compliance Officer in the Solid Waste Services department.

The Solid Waste Compliance Officer contributes to the effective delivery of Solid Waste Services through the investigation, identification, and resolving solid waste bylaw violations, including, as needed, the application of surcharges and fines. This is a new position focused on the Mandatory Waste Source Separation (MWSS) and Waste Hauler Licensing (WHL) Bylaws which came into effect January 1, 2025.

QUALIFICATIONS

Qualifications for this position include a high school diploma, post-secondary education of over two (2) years in a related field, plus three (3) years prior job-related experience in a local government setting with a minimum of one (1) year of experience in compliance and enforcement work. A Level 1 Bylaw Enforcement course is required along with possession of a valid Class 5 Driver's License.

The successful incumbent should possess knowledge of the policies, procedures, and programs of the Solid Waste Department as well as federal and provincial waste management rules and regulations governing solid waste management programs. An equivalent combination of training and experience may be considered.

POSITION DETAILS

This is a permanent full-time (35 hours per week) Union position. The (2024) rate of pay is \$38.17 to \$40.18. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

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

Solid Waste Compliance Officer

Solid Waste Services

Pay Band 11

Job Summary

The Solid Waste Compliance Officer contributes to the effective delivery of Solid Waste Services through the investigation, identification, and resolving solid waste bylaw violations, including, as needed, the application of surcharges and fines. This position supports the department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

Primary Duties and Responsibilities

- Performs inspections of inbound loads at the Regional Landfill and the Church Road Transfer Station for compliance with RDN Solid Waste Bylaws, and enforces these bylaws through the issuance of warnings, surcharges, and fines.
- Performs inspections of facilities licensed under the Waste Stream Management Licensing (WSML) Bylaw to ensure compliance with approved operating plans.
- Assist with analysis, preparation and implementation of bylaws, policies and procedures, as required.
- Receives and investigates complaints from licensed facility neighbours, customers, competitors or residents regarding compliance with approved operating plans and all RDN Waste Bylaw.
- Drafts, develops and forwards compliance letters and follows up with field and site inspections, telephone calls and one-on-one meetings.
- Assists in negotiating compliance action plans, monitors implementation of compliance orders and keeps detailed records of all activities for legal action.
- Prepare files and documentation in support of processing matters through the court system and RDN ticketing system to achieve compliance.
- Identifies unlicensed sites and waste haulers and communicates licensing requirements to operators, haulers and generators.
- Monitors post communication activities to ensure that operators have applied for licenses. Records all evidence of non-compliance for legal action.
- Performs investigation and compliance activities for zero waste and facilities staff regarding the commercial food waste ban and landfill disposal bans
- Prepares requests for quotations, proposals and tenders, and recommends award through all stages; provides guidance and enforces compliance with the contract terms and conditions.
- Performs administrative duties related to purchasing, invoice approval, data tracking and management and provides input into budget preparation and monitoring.
- Attends public meetings and works varied hours as required.
- Assists in the preparation of reports and recommendations to the Manager of Solid waste as required.
- Provides support to and participates in the RDN Emergency Program and Emergency Operations Centre (EOC) as required.
- Liaises with RDN departments, other local governments, provincial and federal governments, and community agencies regarding issues related to Solid Waste programs and initiatives.
- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Performs other related duties, as required.

Job Qualifications

Education/Experience

- Minimum Grade 12 diploma, or equivalent.
- Post-secondary education of over 2 and up to 3 years in a related field.
- Level 1 Bylaw Enforcement course.
- 3 years prior job-related experience in a local government setting with a minimum of one year experience in compliance and enforcement work.
- An equivalent combination of training and experience may be considered.
- Survival First Aid courses.
- Possession of a valid Class 5 Drivers License.

Skills/Abilities

- Knowledge of the policies, procedures and programs of the Solid Waste Department as they relate to the performance of the duties related to the position.
- Knowledge of federal and provincial waste management rules and regulations governing solid waste management programs.
- Demonstrated ability to plan, organize, develop and implement projects, plans and programs in a systematic and timely manner.
- Knowledge of the principles of compliance and the development of compliance strategies.
- Knowledge of investigative techniques including collection of evidence and surveillance.
- Ability to use sound judgement when identifying, mediating and resolving bylaw infractions.
- Excellent interpersonal, written and verbal communication skill, conflict resolution and leadership skills, including ability to deal effectively with diverse groups and individuals and an ability to work in a team environment.
- Proficient in word processing, spreadsheet and database applications, as well as a variety of other computer applications. And the ability to quickly learn new software and data management.

Reporting Relationship

Reports to: Superintendent, Solid Waste Planning