

EMPLOYMENT OPPORTUNITY

Solid Waste Planner

Permanent Full-Time | External
Solid Waste Services
Competition No.: 2025-1084



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Knowledge of solid waste management reduction, reuse, recycling, composting and landfilling practices.
- Knowledge of provincial waste management regulations, local bylaws, rules and regulations governing solid waste management programs.
- Excellent project management skills, knowledge of contracts and tendering procedures.

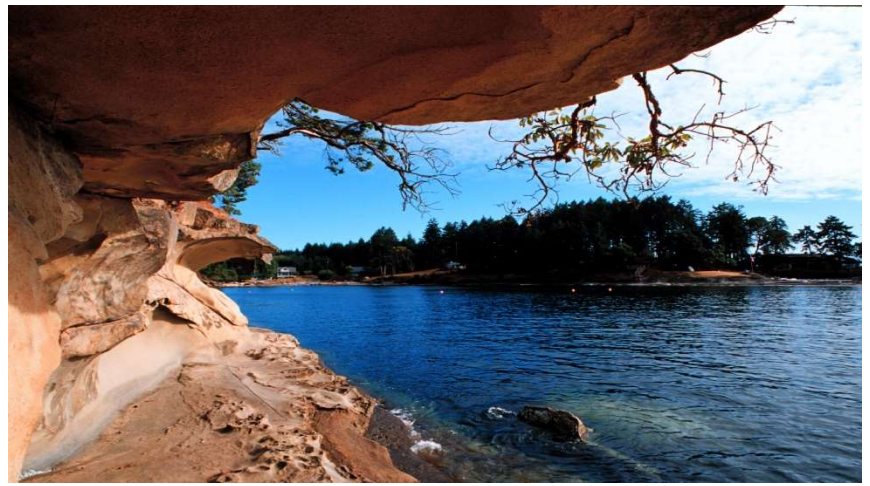
APPLICATION DETAILS

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 2025-1084 in the subject line of your email to ensure proper processing.**

***Applications will be accepted until:
4:00 pm, on June 27, 2025.***

Date Posted: June 13, 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 Planner with the Solid Waste Services, based out of the Administration Building.

The Solid Waste Planner contributes to the effective planning and operation of the Solid Waste Department through the development, implementation and monitoring of plans, policies and programs required to meet departmental goals and objectives. This position supports the department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

QUALIFICATIONS

Qualifications include an undergraduate degree in Environmental Studies or a related field with seven years prior job-related experience in a local government setting, including a minimum of two years experience in a supervisory capacity. 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 \$45.93 to \$48.35. 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 Planner

Solid Waste Services

Pay Band 16

Job Summary

The Solid Waste Planner contributes to the effective planning and operation of the Solid Waste Department through the development, implementation and monitoring of plans, policies and programs required to meet departmental goals and objectives. 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

- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Researches, designs and implements new zero waste programs including multi-family diversion programs, residential yard waste collection and solid waste related climate change initiatives.
- Performs regulatory and technical assessment of Waste Stream Management Licensing (WSML) Bylaw license applications in consultation with municipal and regional development services staff.
- Negotiates terms of operating plans and security requirements with applicants; recommends issuance of license and reviews licenses for required annual renewals.
- Oversees monitoring of licensed facilities for compliance with license terms and conditions; informs licensees of non-compliance and enforcement and legal action as required.
- Oversees identification of unlicensed sites and communication of licensing requirements and consequence of non-compliance to all responsible parties.
- Oversees the delivery of approved zero waste initiatives including yard, food and wood waste diversion programs, the RDN garbage collection & recycling program and the illegal dumping prevention and enforcement program.
- Reviews and maintains the Zero Waste component of the Regional District's Solid Waste Management Plan (SWMP) and coordinates the Regional Solid Waste Advisory Committee established to monitor the SWMP.
- Prepares requests for quotations, proposals and tenders, and recommends award through all stages; provides guidance and enforces compliance with the contract terms and conditions.
- Oversees, monitors and directs staff and consultants on programs and projects for the Solid Waste Department.
- Performs administrative duties related to purchasing, invoice approval and budget preparation and monitoring.
- Prepares reports and recommendations to the Manager of Solid Waste for consideration by the Standing Committee and attends Committee meetings as required.
- Responds to public enquiries according to approved procedures; represents the Solid Waste Department at public and agency meetings 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.
- Performs other related duties, as required.

Job Qualifications

Education/Experience

- Undergraduate degree in Environmental Studies or related field.

Job Description

- Seven years prior job-related experience in a local government setting, including a minimum of two years experience in a supervisory capacity.
- An equivalent combination of training and experience may be considered.

Skills/Abilities

- Knowledge of solid waste management reduction, reuse, recycling, composting and landfilling practices.
- Knowledge of provincial waste management regulations, local bylaws, rules and regulations governing solid waste management programs.
- Strong interpersonal communication, conflict resolution, leadership skills and team-building skills, including the ability to oversee and direct staff and consultants.
- Ability to interact in a tactful, diplomatic and professional manner particularly when working with representatives of local industry, private individuals, citizen groups, the media and other government agencies.
- Ability to speak publicly and give presentations; must possess excellent oral and written communication skills.
- Excellent project management skills, knowledge of contracts and tendering procedures.
- Proven ability to plan and achieve goals, develop budgets and work independently, under pressure, and to deadline.
- Proficient in word processing, spreadsheet, and database applications, as well as a variety of other computer applications.
- Possession of a valid Class 5 Drivers License.

Reporting Relationship

Reports to: Superintendent, Solid Waste Planning