

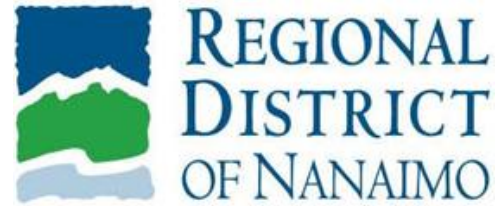
EMPLOYMENT OPPORTUNITY

Superintendent, Curbside Collection Services

Permanent Full-Time | External

Solid Waste Services

Competition No.: 2026-1132



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 2026-1132 in the subject line of your email to ensure proper processing.**

***Applications will be accepted until:
4:00 pm, on October 7, 2026***

Date Posted: September 23, 2026

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

CRIMINAL RECORD CHECK

A satisfactory 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 Superintendent, Curbside Collection Services, within Solid Waste Services. The Superintendent provides strategic leadership and operational oversight for the Regional District of Nanaimo's curbside collection services. The position is responsible for the planning, delivery, performance, and continuous improvement of curbside collection programs, contracts, customer service initiatives, regulatory compliance activities, and waste diversion programs. The Superintendent manages staff, budgets, contractors, consultants, and stakeholder relationships to ensure effective service delivery and alignment with departmental objectives and the Solid Waste Management Plan.

QUALIFICATIONS

A degree or diploma in environmental studies, engineering technology, resource management, or public/business administration is required, along with five (5) years of progressively responsible experience in solid waste management, environmental services, public works, or utility operations, including three (3) years in a supervisory or management role leading staff, contractors, and operational programs. Experience managing service delivery contracts, budgets, procurement, and multi-stakeholder initiatives is also required. An equivalent combination of education, training, and experience may be considered.

SWANA certification, supplementary training in a related area, and/or registration (or eligibility for registration) with a professional body under the *Professional Governance Act* are considered assets.

SKILLS & ABILITIES

Proven leadership, supervision, and people management skills. Strong interpersonal, team building, conflict resolution, and problem-solving abilities. Ability to lead complex programs, projects, contracts and service delivery initiatives.

POSITION DETAILS

This is a permanent full-time exempt position offering 35 hours per week with a salary range of \$125,967 to \$144,561. The position offers a competitive benefits package, including Municipal Pension Plan contributions, the option to participate in the RDN's flex days program, and vacation entitlement that recognizes previous related experience.



www.rdn.bc.ca



rdncareers@rdn.bc.ca

POSITION TITLE: Superintendent, Curbside Collection Services

REPORTS TO: Manager, Solid Waste Services

DIRECT REPORTS: Curbside Collection Clerk
Curbside Administrative Clerk
Roaming Landfill Attendants (4)

JOB FAMILY: Leadership of People, Level 2

POSITION SUMMARY

Under the direction of the Manager, Solid Waste Services, the Superintendent, Curbside Collection Services, provides strategic leadership and operational oversight for the Regional District of Nanaimo's curbside collection services. The position is responsible for the planning, delivery, performance, and continuous improvement of curbside collection programs, contracts, customer service initiatives, regulatory compliance activities, and waste diversion programs. The Superintendent manages staff, budgets, contractors, consultants, and stakeholder relationships to ensure effective service delivery and alignment with departmental objectives and the Solid Waste Management Plan. The position develops recommendations that support service excellence, operational efficiencies, long-term planning, and the achievement of Regional Board priorities.

MAJOR DUTIES AND RESPONSIBILITIES

- Manages the delivery of the residential curbside collection program within the Snaw-Naw-As First Nation, RDN Electoral Areas, the City of Parksville, the Town of Qualicum Beach, and the District of Lantzville.
- Manages the design, development, implementation, evaluation, and continuous improvement of curbside collection programs, policies, procedures, and service initiatives, including service reviews and operational assessments to maximize service effectiveness, diversion outcomes, and cost efficiency.
- Leads the development and implementation of new waste diversion and curbside collection initiatives, including business cases, service models, pilot programs, operational strategies, and performance metrics.
- Directs the collection, analysis, interpretation, and reporting of operational, financial, service-level, and diversion data to support decision-making, program evaluation, regulatory reporting, and continuous service improvement.
- Identifies operational risks, emerging service requirements, and opportunities for service enhancement, and develops recommendations to support departmental priorities and Regional Board objectives.
- Develops and oversees business processes associated with curbside collection assets, inventory systems, vendor relationships, and service delivery requirements to ensure operational effectiveness and cost efficiency.
- Provides strategic oversight of curbside collection service delivery contracts and contractors, including procurement, contract negotiation, performance management, financial accountability, risk mitigation, and compliance with RDN, Recycle BC, and service-level requirements.
- Prepares requests for quotations, proposals, and tenders; recommends awards and ensures compliance with contract terms and conditions.
- Contributes to the preparation of the annual solid waste budget for the curbside collection function and manages related expenditures in accordance with approved budgets, policies, and procedures.
- Assists in monitoring and updating the approved Solid Waste Financial and Asset Management Plan.
- Establishes customer service standards and leads the planning, development, implementation, and evaluation of communication, education, and customer engagement initiatives, including service delivery protocols, collection calendars, newsletters, web content, social media, and other public-facing tools.
- Liaises with Recycle BC, private contractors, Snaw-Naw-As First Nation, other First Nations, and member municipalities to ensure service delivery meets stakeholder requirements.

- Collaborates with RDN Finance and GIS staff to maintain accurate utility billing and collection route mapping.
- Manages and responds to public inquiries and 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 on matters related to solid waste programs and initiatives.
- Develops strategic recommendations and prepares reports and presentations, including confidential (in-camera) materials, for consideration by the Committee of the Whole and Regional Board through the Manager, Solid Waste Services, and provides technical and operational advice in those forums.
- Directs staff, consultants, and cross-functional project resources assigned to curbside collection programs and related solid waste initiatives.
- Supervises the day-to-day activities of direct reports and participates in the selection, evaluation, and discipline of assigned personnel; provides recommendations regarding work standards, staffing levels, and performance reviews.
- Responds to employee concerns and represents the Employer in Step 1 grievance procedures under the Collective Agreement; consults with the Manager, Solid Waste Services on labour relations issues.
- Reviews, adheres to, and enforces safe work procedures and promotes a safe work environment.
- Ensures the safety of staff and the public through the implementation and enforcement of RDN health and safety policies and procedures.
- Ensures accident/incident investigations, worksite inspections, and WorkSafeBC reporting are completed in accordance with legislation and RDN requirements.
- Acts as the Manager, Solid Waste Services as required.
- Performs other related duties as directed by the Manager, Solid Waste Services.

REQUIRED EDUCATION AND EXPERIENCE

Education and Experience

- Degree or diploma in environmental studies, environmental science, engineering technology, resource management, public administration, business administration, or a related field.
- Five (5) years of progressively responsible experience in solid waste management, environmental services, public works, utility operations, or related field.
- Three (3) years of supervisory or management experience leading staff, contractors, and operational programs.
- Experience managing service delivery contracts, budgets, procurement processes, and multi-stakeholder initiatives.
- An equivalent combination of education, training, and experience may be considered.
- Supplementary training in solid waste management, environmental compliance, project management, leadership development, or public administration is considered an asset.
- Certification through the Solid Waste Association of North America (SWANA) is preferred.
- Registration, or eligibility for registration, with a professional body regulated under the Professional Governance Act is considered an asset.
- Valid Class 5 Drivers License.

Skills and Abilities

- Proven leadership, supervision, and people management skills.
- Strong interpersonal, team building, conflict resolution, and problem-solving abilities.
- Excellent oral and written communication skills, including the ability to effectively present information to diverse audiences.
- Demonstrated ability to build and maintain positive working relationships with internal and external stakeholders.
- Ability to interact in a tactful, diplomatic, and professional manner with government agencies, industry representatives, community organizations, the media, and the public.
- Ability to lead complex programs, projects, contracts and service delivery initiatives.

- Ability to manage change, evaluate risk and develop practical solutions in a complex regulatory and political environment.
- Demonstrated commitment to accountability, continuous improvement and service excellence.
- Strong project management, contract administration, procurement, and tendering knowledge.
- Demonstrated ability to plan, organize, implement, and evaluate programs, projects, and service initiatives.
- Sound knowledge of solid waste management practices, including waste reduction, reuse, recycling, composting, and landfilling.
- Thorough knowledge of applicable environmental legislation, provincial regulations, local bylaws, and solid waste management requirements.
- Proficiency with Microsoft Office applications and other business software systems.