

BUDGET COMMITTEE - JANUARY 31, 2005

WASTE MANAGEMENT COORDINATOR VACANCY

Recommendation

The Commissioner of Engineering and Public Works recommends that the budgeted vacant union Waste Management Co-ordinator position be filled.

Purpose

To provide a copy of the Waste Management Co-ordinator's job description to Committee in order to complete the recruitment process ASAP.

Background - Analysis and Options

As per the request from Committee at its meeting of January 18, 2005, attached is a copy of the Waste Management Co-ordinator's position.

The former incumbent held this position for 15 years, before retiring at the end of October, 2004. Currently, the position is filled with a temporary employee. The attached job description is the latest version, and reflects changes that meet the current and future needs of the department. This will be the job description of record and will be used in the recruitment process.

Currently in Vaughan, there are two positions that deal with waste management issues: the Manager and the Co-ordinator. For comparison purposes, the Town of Markham, which places a high emphasis on waste diversion and environmental issues, has 6 staff involved directly in delivering and overseeing their waste collection programs.

Notwithstanding the day-to-day operations involved in overseeing two contractors who provide multiple collection services to almost 70,000 households per week and resolving issues and complaints from such services, these 2 Vaughan staff are also involved in preparing the new collection contracts, the expanded blue box program, the 3 stream SSO program, as well as a number of other diversion and education initiatives for single and multi-residential units. Funding for this position has been included in the draft 2005 Operating Budget.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and in order for Vaughan to fulfill its promise of service excellence in delivery of core services (VV A-1), and fulfill its promise to safeguard the environment (VV A-3), the necessary resources have been allocated, but not approved.

Conclusion

The attached job description reflects the needs of the department, and will be used in the hiring process. The rapid growth in the number of households that Vaughan has experienced over the last several years has significantly increased the demands on the waste management division. It is essential that the Waste Co-ordinator position be filled.

Attachments

Job Description – Waste Management Co-ordinator

Report prepared by:

Brian T. Anthony, CRS-S, C. Tech

Respectfully submitted,

Bill Robinson, P. Eng
Commissioner of Engineering and Public Works

Brian T. Anthony
Director of Public Works

JOB DESCRIPTION**CORPORATION OF THE CITY OF VAUGHAN**

- I. **POSITION:** WASTE MANAGEMENT COORDINATOR
- II. **SUPERVISOR:** MANAGER SOLID WASTE MANAGEMENT
- III. **DEPARTMENT:** PUBLIC WORKS
- IV. **DATE WRITTEN:** JANUARY 12, 2005
- V. **DATE EVALUATED:**
- VI. **BASIC JOB FUNCTION(S):**

Under the direction of the Manager of Solid Waste Management, will assist in administering and enforcing waste management contracts, and will respond to enquiries and resolve residents' complaints concerning municipal collection programs. Prepares and implements promotional and advertising materials and public education programs related to waste management initiatives.

VII. **JOB RESPONSIBILITIES:**

1. Assist in administering and enforcing waste management contracts and resolving / referring contract disputes.
2. Researches and contributes to the preparation of reports and cost estimates for new waste management initiatives; implements, monitors and reports on cost and effectiveness of services.
3. Liaises with appropriate provincial (or other) government agencies and applies for funding assistance where applicable.
4. Contributes to the development and maintenance of waste management policies and procedures; directs junior staff to prepare and implement waste management promotional material, initiatives and campaigns.
5. Maintains good public relations with an emphasis on residents' complaints and Council requests; responds to enquiries and resolves problems for residents concerning municipal collection programs and related by-law(s), including informing residents of the collection procedures and disposal options of items such as garbage, appliances, recycling, bulky items, leaf and yard waste material and other organics; issues non-compliance notices to residents that are in contravention of the waste/recycling collection by-law.
6. Will be required to pick up leaf and yard waste material, garbage, recyclable materials and other collectable materials, as required.

7. Liaises with the public, collection contractors, government agencies and other municipalities on matters dealing with waste management.
8. Attends waste management committee meetings and public information meetings, as necessary.
9. Performs regular site inspections to ensure collection contractors are performing to established levels of service as stipulated in contracts and service agreements.
10. Compiles, analyzes, and provides data for the preparation of budgets, reports, contract documents and tender specifications for services / supplies / equipment.
11. Prepares and distributes promotional/educational advertising materials and public education programs related to waste management initiatives. Promotional and educational campaigns may include evening and weekend promotions and events (i.e. door-to-door campaigns; attending special events, etc.) and therefore overtime would be required.
12. Maintains an inventory of blue boxes, backyard composters and other waste diversion containers (i.e. green bins) including the unloading and possible delivery of same.
13. Performs other related duties, as assigned, that are in accordance with job responsibilities or necessary departmental or corporate objectives.

VII. EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Community College Diploma in Civil Engineering, Environmental Science or related studies with completed courses/credits in waste management or suitable work related experience.
2. Minimum of three (3) years experience in municipal operations. Experience in the municipal solid waste management field preferred.
3. Excellent promotional, interpersonal, verbal and written communication skills and the ability to deal courteously and effectively with the public, staff, collection contractors and government agencies.
4. Valid Class "G" drivers license, in good standing, as issued by the Province of Ontario.
5. Proficient computer skills and good working knowledge of word processing, database, spreadsheet and graphic/design tool programs.
6. Physically fit to perform the requirement of the job, including lifting and loading awkward and heavy materials into the truck.
7. Eligible for being appointed as a municipal by-law officer.

Incumbent*

*I have seen this job description.

C. Kirkpatrick

Manager

B. M. H.

Department Head

City Manager

Date

MS

MS