

POSITION TITLE: LANDFILL OPERATIONS MANAGER

REPORTS TO: WAINWRIGHT REGIONAL WASTE TO ENERGY AUTHORITY BOARD

GENERAL STATEMENT OF DUTIES:

A full-time permanent position, overseeing all aspects of landfill operations. The Landfill Operations Manager reports directly to the Wainwright Regional Waste to Energy Authority (WRWEA) Board of Directors.

OUTLINE OF DUTIES:

1. Manage, plan, research, and oversee all aspects of site operations and potential programs, including but not limited to, waste placement, waste diversion, recyclables, drainage, waste acceptance, and special projects.
2. Coordinates and advances the health and safety program for the landfill in accordance with the Alberta Occupational Health and Safety Act and Regulations. Develops safer and healthier ways of working, by enhancing the landfill's approach to incident management, workplace inspections, emergency response planning and hazard assessment oversight.
3. Maintain detailed records for all aspects of landfill operations including but not limited to, personnel, safety, waste management, equipment maintenance, and recycling programs.
4. Oversee and authorize all financial expenditures and employee wages.
5. Ensure landfill operations meet or exceed all regulatory requirements.
6. Develop, update, maintain, and oversee adherence to the Landfill Policy Book.
7. Review annual insurance policies and ensure assets are properly insured. Assume responsibility for insurance claims, additions, and payments.
8. Adopt new initiatives and undertake projects at the direction of the Board of Directors.
9. Oversee equipment needs including replacement plans, purchasing recommendations, operation, and maintenance.
10. Oversee and plan facilities upgrades, replacement, and maintenance.
11. Oversee all aspects related to supervision of personnel within the

established policies including scheduling, training, hiring, performance evaluation and dismissal.

12. Professionally and consistently address public inquiries and on-site public interactions. Lead, direct and train landfill staff in public interaction.
13. Attend regular meetings of the Board of Directors and provide a monthly report which outlines activities, progress, and costs of the landfill.
14. Prepare landfill meeting agenda packages. Record proceedings of meetings and follow through with necessary actions and communication following the meetings.
15. Liaise with consultants to the landfill related to operations, fill planning, special projects, and routine monitoring to support operation.
16. Coordinate and correspond decisions of the board to appropriate parties.
17. Provide backup coverage of scale house personnel as needed.

KNOWLEDGE, ABILITY AND SKILLS:

This position requires knowledge of the procedures and operations of a landfill.

It is required that this position hold, or be working towards, certifications for effective landfill operations including but not limited to: Landfill Operations Basic, Manager of Landfill Operations, Managing Recycling Systems, Introduction to Safety I and II, Risk Management and Job Hazard Assessment Analysis for Solid Waste, and Landfill Fire Training.

This position requires knowledge of Occupational Health and Safety Management Systems and must participate in ongoing safety training and certification retention.

Specific knowledge and experience in management will be considered an asset.

COMPREHENSION AND JUDGEMENT:

The work requires the ability and willingness to cooperate with other landfill personnel, the public, and the Board of Directors. Supervision of employees in a team environment is required. The incumbent will exercise independent judgement in the provision of management services to the betterment of the landfill, its personnel, and the Authority.

A high degree of independent action is required, and incorrect decisions or recommendations may cause financial loss and/or embarrassment for the Wainwright Regional Waste to Energy Authority.