



## **JOB DESCRIPTION**

**TITLE:** ZERO WASTE COORDINATOR

**DEPARTMENT:** Public Works

**LEVEL:** 9 (Subject to JE)

**Position Last Evaluated: N/A**  
**Job Desc. Last Updated: Jun 2021**

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### **JOB SUMMARY**

Reporting to the Manager, Sanitation, Recycling & Cemeteries, the incumbent contributes to effective planning and operation of Sanitation Services through development, design, delivery, and administration, coordination of policies and Solid Waste Collection and Waste Reduction programs that meet the City's goals of zero waste. The incumbent uses data sources in conjunction with Federal and Provincial Environmental guidelines, the Regional District of Nanaimo's Solid Waste Management Plan and best practice to bring about positive change. Working with a variety of stakeholders, including internal staff, outside organizations, residents, and Regional District staff to align goals, objectives and plans, the Zero Waste Coordinator will tackle barriers to zero waste in the community.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Performs tracking, monitoring, and evaluation of extensive residential, public space, and corporation waste collection. Prepares reports and responds directly as necessary.
2. Uses information from a variety of sources, including reports from waste collection software, refuse collectors, dispatchers, residents and waste audits to tackle issues including contamination, compliance, and confusion.
3. Plans and performs scheduled/random waste composition audits.
4. Plans, develops, and implements communication and education components of the curbside and public space collection program, including preparation of newsletters and web-based information, and assisting with social media formats and other electronic communication tools.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

5. Plans and attends local community events to promote Zero Waste, representing the City and providing helpful information to residents.
6. Develops and delivers educational programs to the public including residents, schools, community groups, organizations, and businesses.
7. Reviews and monitors RDN Solid Waste Management Plan goals to identify gaps in service delivery within the City.
8. Works with other agencies, including local government, private sector, and product stewardship agencies regarding issues related to Solid Waste programs and initiatives.
9. Assists with the preparation of annual curbside collection budget and manages expenditures in accordance with approved budgets and budgeting guidelines.
10. Works collaboratively with members of the public to resolve waste diversion issues.
11. Maintains and updates procedure manuals.
12. Prepares reports and recommendations to the Manager for consideration and attends Committee meetings.
13. Anticipates, identifies, and manages project level risks and escalates risks where required.
14. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Sound working knowledge of the provincial Recycling Regulation and BC Product Stewardship programs as well as global trends and current and emerging best practice.

Excellent written and oral communication and interpersonal skills.

Ability to deal with and effectively resolve conflicts.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Ability to communicate clearly with tact and discretion when explaining and exchanging information, settling requests, complaints, or responding to information requests from a variety of internal and external contacts.

Ability to work both independently and in a team environment and to perform work assignments requiring close detail with minimal supervision.

Ability to plan, prioritize, and have strong organizational skills.

Ability to identify, develop, and deliver educational campaigns to a variety of audiences.

Ability to organize and analyze data.

Proficient computer skills in word processing programs (such as Word), spreadsheet programs (such as Excel) and Municipal computer programs (such as Tempest, SAP, Innovasuite and HubMap).

Ability to prepare and maintain concise records and reports.

Ability to work varied hours as necessary to meet the requirements of the position.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Diploma in Environmental Science or related discipline.

Minimum 2 years' demonstrated experience with environmental policy analysis, program development, public outreach and consultation.

Or an equivalent combination of education and experience.

Valid Class 5 BC Driver's Licence.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

**GENERAL STANDARDS cont.**

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.