



## **JOB DESCRIPTION**

**TITLE:**                   **MANAGER, SANITATION, RECYCLING & CEMETERIES**

**DEPARTMENT:**       **Public Works**

**Position Last Evaluated: Feb 2015**

**Job Desc. Last Updated: Nov 2019**

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### **GENERAL ACCOUNTABILITY**

Reporting to the Director, Public Works, the Manager, Sanitation, Recycling & Cemeteries ensures that productive and efficient services are provided related to street sweeping, street side sanitation, municipal and/or contractor provided solid waste programs and services including residential organics, garbage, and recycling collection, processing, and disposal, and the provision of recycling drop-off facilities. Directs and manages the provision of solid waste related public relations and education campaigns. Coordinates and administers cemetery burials and internments within statutes and regulations. Plans and controls work functions, contractors, volunteers, and staff involved in a broad spectrum of programs and services. Works to drive waste diversion towards Zero Waste as per City strategy and Region's Solid Waste Management Plan. Negotiates and manages service and equipment contracts and is accountable for ensuring services and associated amenities are delivered in accordance with legislated and/or operational and/or contractual requirements, City policy, and environmental and safety legislations.

Manages and supervises Public Works administration functions, 24/7 security, utility and other alarm system monitoring, emergency and incident support and response and 24/7 reception and dispatch services for the municipality and external agencies.

The incumbent exercises considerable independent judgment and action in all aspects of the work. Matters of major policy impact are discussed with the Director, Public Works. Work is evaluated in terms of achieving objectives and quality of services rendered to clients.

### **NATURE AND SCOPE OF WORK**

Plans, directs, and controls residential solid waste services, street side sanitation services and street sweeping through programs directed at short and long-term objectives, public education, collection, processing, marketing, recycling, and disposal.

**NATURE AND SCOPE OF WORK cont.**

Plans, directs, and controls office administration, including reception, dispatch, 24/7 security and utility system alarm monitoring, incident and emergency support and response for the municipality and external agencies.

Manages and coordinates internments working with staff, contractors and the public to ensure these sensitive activities are performed in a professional manner.

Manages through subordinate supervisors a large group of staff engaged in the delivery of services. Participates in the selection, appointment, and appraisal of staff and approval of training programs, and recommends promotion, discipline, and termination as appropriate.

Develops, implements and monitors Zero Waste initiatives in consultation with City administration.

Develops policies, municipal bylaws, standards, procedures, and municipal contracts that support and control operations in accordance with City requirements, priorities of Council, policies, environmental and safety legislation, and risk management.

Reviews and evaluates new and existing service opportunities, the needs of workers, equipment options, working conditions, work methods, and operating requirements, and implements necessary changes to achieve appropriate standards of service and safety.

Supervises and/or prepares specifications, technical standards, and contract documents for materials, equipment, and services, including professional services associated with required studies, surveys and other technical requirements. Negotiates contracts, monitors, manages and/or oversees contract and contractor performance, and authorizes payment for services rendered.

Plans, prepares and/or directs the preparation of reports, policies, procedures, Municipal Bylaws, public education campaigns and information brochures, newsletters, media releases, advertisements, and other program and service information. Makes presentations and provides expert advice to City administration, Council, committees, other levels of government, public groups, businesses, and individuals.

In consultation with the Director, Public Works, prepares and administers an annual budget for areas of responsibility and recommends the re-allocation of financial and human resources to ensure corporate objectives, levels of service, and annual financial and program targets are achieved.

**NATURE AND SCOPE OF WORK cont.**

Creates and maintains relationships with Federal, Provincial, and Regional Government Agencies and other Municipal Governments, the media, service suppliers, community and business associations and other City departments, to schedule and coordinate work, and investigate and resolve issues where potential conflict may exist.

Represents the City on various internal and external program and service planning committees and professional association committees within various levels of government.

Acts as Emergency Coordinator/Evacuation Coordinator for Public Works and facilities attached there to, and ensures relevant systems, policies, training, and procedures are developed and in place. Prepares and maintains the capability to operate in a departmental and corporately prescribed role or roles in designated municipal emergency situations.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Extensive knowledge of legislated requirements, methods, procedures, techniques, material, and equipment utilized in the provision and maintenance of municipal food waste and refuse collection and disposal, recycling collection, processing and marketing, and street sweeping.

Thorough knowledge of administrative and financial processes associated with the provision of administrative services, office management and communication systems, dispatch functions, computer systems and related technical requirements including hardware, software, and web based services and service capabilities.

Thorough knowledge of the Cremation, Internment and Funeral Services Act of BC and a clear understanding of statutes, rules, regulations, bylaws

Extensive knowledge of the principles, practices, and legalities associated with contract tendering, negotiation, and management, and proven experience in the preparation, development, and interpretation of legal tender documents and contracts.

Extensive theoretical and practical knowledge and the ability to plan, organize, direct, and control the operations of the section, and manage and direct personnel engaged in providing a diverse range of technical, operational, and administrative municipal programs and services.

Extensive knowledge of the principles and practices associated with budget preparation and estimating, and proven experience in the collection, preparation, and development of associated support documentation and levels of service. Proven ability to administer complex budgets.

Ability and availability to meet 24/7 emergency needs and efficiently organize special crews to overcome unusual conditions.

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

Ability to recognize and resolve safety and risk management issues.

Strong analytical and problem solving skills with the ability to identify competing priorities, analyze and solve complex problems, and evaluate situations or alternatives and present solutions and sound advice to senior management on all aspects of the work.

Proven ability to resolve conflict and deal tactfully and effectively with elected officials, businesses, outside agencies, media, other government agencies, staff, and the public.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Bachelor's degree in Civil Engineering or related discipline.

A minimum of 5 years' experience in project management, budgeting, employee relations, planning and administrative management including extensive knowledge in solid waste, including 3 years in a management supervisory role.

An equivalent combination of education and experience may be considered.

**REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS**

Eligible for membership in the Association of Professional Engineers and Geoscientists (BC) or with Applied Science Technologists and Technicians (BC).

Eligible for membership in Canadian Public Works Association / Coast Waste Management Association.

Possession of a valid Class 5 BC Driver's Licence.

Satisfactory Criminal Record Check.

**DESIRABLE TRAINING, EXPERIENCE AND/OR CERTIFICATION**

A proven background in office administration, supplemented by knowledge and experience with communication systems and information technologies.

Recognized background in emergency response systems, Justice Institute Incident Command Systems and Interagency Emergency Preparedness.

**GENERAL STANDARDS**

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health & Safety (OH&S) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

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 & Safety (OH&S) 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.