



JOB DESCRIPTION

TITLE: ZERO WASTE COORDINATOR

DEPARTMENT: Public Works

LEVEL: 9 (Subject to JE)

Position Last Evaluated: N/A
Job Desc. Last Updated: N/A

JOB SUMMARY

Reporting to the Manager, Sanitation, Recycling & Public Works Administration, the incumbent develops and implements change making programs that will push the City's residual waste rate closer to zero. The incumbent will be responsible for identifying and assisting with the development of City policies to improve waste reduction and diversion initiatives and will be required to coordinate with Regional District staff in order to align goals, objectives and plans.

Working with a variety of stakeholders, including all levels of staff, outside organizations, and residents, the Zero Waste Coordinator will tackle barriers to zero waste in the community. The incumbent will utilize a variety of primary data sources in conjunction with Ministry of Environment guidelines, the Regional District of Nanaimo's Solid Waste Management Plan and the latest best practice to bring about productive changes.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Performs tracking, monitoring, and evaluation of extensive residential waste collection data from the City's curbside collection program. Prepares reports and responds directly as necessary.
2. Uses information from a variety of sources, including curbside waste audits and first hand reports from refuse collectors, dispatchers, and residents to tackle issues including contamination, compliance, and confusion.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

3. Plans, develops, and implements communication and education components of the curbside collection program, including preparation of newsletters and web-based information, and assisting with social media formats and other electronic communication tools.
4. Reviews and monitors RDN Solid Waste Management Plan goals to identify gaps in service delivery within the City.
5. Plans and attends local community events to promote Zero Waste. Represents the City and provides helpful information to residents.
6. Develops and delivers educational programs to the public including residents, schools, community groups, organizations, and businesses.
7. Works with other agencies, including local government, private sector, and product stewardship agencies regarding issues related to Solid Waste programs and initiatives.
8. Assists with the preparation of annual curbside collection budget and manages expenditures in accordance with approved budgets and budgeting guidelines.
9. Works collaboratively with members of the public to resolve waste diversion issues.
10. Maintains and updates procedure manuals.
11. Prepares reports and recommendations to the Manager for consideration and attends Committee meetings.
12. Anticipates, identifies, and manages project level risks and escalates risks where required.
13. 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 analyse 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.

SIGNATURE

I have reviewed this job description.