



JOB DESCRIPTION

TITLE: ZERO WASTE COORDINATOR

DEPARTMENT: Public Works

LEVEL: 8 (Subject to JE)

Position Last Evaluated: N/A
Job Desc. Last Updated: Oct 2025

JOB SUMMARY

Under the direction of the Manager, Sanitation, Recycling & Cemeteries, the incumbent will be responsible for the planning, development, design, education, delivery, administration, and coordination of waste reduction policies and programs that will push the City's residual waste rate closer to zero.

The Zero Waste Coordinator will utilize a variety of primary data sources in conjunction with Federal and Provincial Environmental guidelines, the Regional District of Nanaimo's Solid Waste Management Plan and the latest best practice to bring about productive changes and tackle barriers to zero waste in the community.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Tracks, monitors, reports and evaluates extensive residential, public space, and corporation waste collection.
2. Tackles issues including contamination, compliance, and confusion Using information from a variety of sources, including reports from waste collection software, refuse collectors, dispatchers, residents, and waste audits.
3. Plans and performs scheduled and 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 assists 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 information to residents.
6. Assists with the administration and planning of curbside cart needs and exchanges.
7. Develops and delivers educational programs to the public, schools, community groups, organizations, and businesses.
8. Reviews and monitors Regional District of Nanaimo Solid Waste Management Plan goals to identify gaps in service delivery within the City.
9. Works with other agencies, including local government, private sector, and product stewardship agencies regarding issues related to Solid Waste programs and initiatives.
10. Assists with the preparation of the annual curbside collection budget and manages expenditures in accordance with approved budgets and budgeting guidelines.
11. Works collaboratively with members of the public to resolve waste diversion issues.
12. Maintains and updates procedure manuals.
13. Prepares reports and recommendations to the Manager for consideration and attends Committee meetings as required.
14. Anticipates, identifies, and manages project level risks and escalates risks where required.
15. 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.

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.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Ability to work 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 from a recognized educational institution.

Minimum 1 year experience with environmental 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.

Contributes to 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.