

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(WASTE MANAGEMENT DIVISION - RECYCLING & WASTE DISPOSAL SECTION - LOCATION - 1579 BURLINGTON STREET EAST

ENVIRONMENTAL TECHNICIAN – RECYCLING AND WASTE DISPOSAL CUPE 5167

SUMMARY OF DUTIES

Under the general supervision of the Senior Project Manager of Landfills, this position is responsible to co-ordinate, oversee and collect samples for the environmental monitoring program. Provides contract management support and represent the City's contractual position and interests in various Waste Management related projects and assist with inspections and maintenance of Recycling and Waste Disposal sites. Provides support for landfill gas projects and the leaf and yard composting facility. Assists in preparation of regulatory requirements and approvals, operating procedures, maintenance issues, annual monitoring reports, and monitoring/maintenance of the leachate collection system and pumping stations of various landfills. Updates, maintains and audits various City of Hamilton database systems.

GENERAL DUTIES

Collects samples and monitors ground water, surface water, leachate, landfill gas and soil at the City of Hamilton's facilities as required.

Collects and delivers environmental samples to the City's Environmental Laboratory.

Assists with the management of contractors, consultants, engineers and other contracted services at Recycling and Waste Disposal Sites as required.

Conducts field inspections to ensure compliance with City policy, Ministry of Labour legislation, Solid Waste By-Law, Ministry of Environment, Conservation and Parks legislation, and all environmental regulations, legislation and operating agreements are adhered to. Assists with operations of the Glanbrook landfill as required.

Writes, reviews and evaluates letters/memos and forwards for approval or with recommendations.

Arranges and attends regular operational meetings with City's landfill contractor as required.

Assists in the preparation of Annual Monitoring Reports for various City facilities.

Assists in the preparation of Tenders/RFPs.

Maintains and inputs data into applicable City databases and completes analysis of data as required. Supports the City's data management platforms including, but not limited to SharePoint, Intelex, Asset Management and AVL systems, as required.

Receives and answers inquiries from staff, other departments, government agencies, contractors, elected officials, and the public.

Assists in the preparation of current and capital works budget.

Prepares terms of reference and guidelines for consultants, including hydrogeological, engineering drilling and security firms.

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Operates and arranges preventative maintenance for City vehicles including trucks and utility terrain vehicles (UTV).

Operates and maintains equipment such as multi-meters, sampling pumps, water level meters, gas analyzers, pH meter and GPS unit.

Identifies landfill problems; assists in the development of resolutions, assigns work to contractors.

Monitors daily operation of the various landfill leachate collection systems, addressing operating problems where alternate collection and haulage may be required.

Obtains quotes and writes purchase orders.

Assists with policies, operating and environmental monitoring recommendations and forwards for action or approval, as required.

Liaises with public, contractors, consultants and waste management personnel.

Assists with landfill related public events such as open houses.

Carries heavy equipment, sometimes over uneven terrain.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Proven knowledge of the theories and practices of environmental monitoring and landfill management normally acquired by attaining a College Diploma as an Engineering Technician or Technologist, Environmental Science degree with specific knowledge of hydrogeology, contaminant transport in groundwater and chemistry, or an equivalent combination of education and relevant work experience.
2. A member of/or eligible for certification with the Ontario Association of Certified Engineering Technicians and Technologists or other equivalent certification.
3. Previous experience in contract management.
4. Demonstrated experience in conducting field inspections and groundwater, surface water, leachate, soil and landfill gas sampling, and contract management.
5. Completion of SWANA MOLO (Manager of Landfill Operations) program certification and/or education and experience in landfill management would be an asset.
6. Previous experience in balancing and maintenance of landfill gas projects would be an asset.
7. Must be able to carry equipment up to 32 kg (50 lbs).
8. Must possess good communications skills, including the writing of letters and reports.
9. Experience in a computerized environment, with previous experience using MS Office applications. Experience with MS Project, Microstation, GPS/surveying software would be considered an asset.
10. Must possess a valid Class "G" Driver's Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
