

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

(WASTE MANAGEMENT DIVISION – RECYCLING AND DISPOSAL SECTION –LOCATION – 100 KING ST. W  
14<sup>TH</sup> FLOOR, Hamilton

### CONTRACT TECHNICIAN – TRANSFER STATIONS - CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Senior Project Manager of Waste Processing, the Contract Technician – Transfer Stations is responsible for the administration, monitoring and enforcement of all aspects of the Transfer Stations and Community Recycling Centres (CRC) contracts for the City's Waste Management Division, including the monitoring and enforcement of the Solid Waste By-law. Responsibilities also include the monitoring and management of the City's Household Hazardous Waste (HHW) program including governmental waste diversion programs.

#### GENERAL DUTIES

Conducts on-site visits at the City's Transfer Stations/CRCs for the purpose of enforcement of the Solid Waste By-law and Recycling and Waste Processing contracts.

Conducts on-site inspections for the purpose of monitoring and reporting on contract execution as it relates to work associated with the Transfer Stations/CRCs.

Collection information concerning Notices of Violation for any person or business in contravention of the City's Solid Waste By-law.

Investigates incident reports from the Transfer Stations/CRCs and take appropriate action.

Co-ordinates and signs manifests for removal of hazardous waste material from Transfer Stations/CRCs.

Establishes new methods to monitor and deter violators.

Ensures contractors are fulfilling their contractual requirements and ensuring that proper documentation is filed accordingly for audit purposes.

Deals with governmental waste diversion organizations and agencies. Prepares monthly summary/submission for these programs.

Develops and implements new procedures to enforce the Solid Waste By-law and the Recycling and Waste Processing contracts.

Assists in the preparation of current and capital works projects related to the Transfer Stations/CRCs.

Prepares reports for presentation to Management to institute repairs or modifications to the Transfer Stations/CRCs.

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

Prepares Terms of Reference and contracts for contractors bidding on Waste Management Division projects related to the Transfer Stations/CRCs.

Assists in the evaluation of bids and proposals and subsequent recommendations for awarding the project.

## **Job Description #: 1748**

Ensures Transfer Stations/CRCs meets all current local, provincial and Federal regulations.

Assists in the initiation, implementation, and evaluation of new policies as required improving Transfer Station/CRC operations to meet the changing needs of the public.

Assigns work to contractors and instructs contractors as required.

Monitors and analyzes violation trends.

Maintains filing system for Transfer Station/CRC contracts.

Provides support for the Waste Management Division.

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

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 Occupation Health and Safety.

Stays abreast on trends in the waste management industry.

### **QUALIFICATIONS**

1. Proven demonstrated knowledge of the practices and theories of Civil Engineering and/or Environmental Studies, normally acquired by attaining a diploma in a related field or an equivalent combination of education and relevant work experience.
2. Previous demonstrated experience gained in a waste management environment with an emphasis on contract management.
3. Previous knowledge related to household hazardous waste recycling and disposal gained through program management.
4. Must be able to communicate effectively both verbally and in writing.
5. Knowledge and experience related to on-site inspections for the purpose of monitoring and reporting on contract execution.
6. Working knowledge of computer software applications, MS Office Professional (Outlook, Word, Excel, Access) and previous experience compiling statistics.
7. Must possess a Class "G" Driver's Licence.

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