

# CITY OF HAMILTON

## PUBLIC WORKS DEPARTMENT (OPERATIONS AND WASTE MANAGEMENT DIVISION – ENVIRONMENTAL SERVICES/RECYCLING AND WASTE DISPOSAL – LOCATION – 120 KING ST. W., SUITE 1170)

### MANAGER OF RECYCLING AND WASTE DISPOSAL

#### OVERVIEW

Reporting to the Director of Environmental Services, the Manager of Recycling and Waste Disposal will assume lead accountability and responsibility for the Solid Waste Recycling and Disposal Program. Responsible for delivery of ongoing operations and monitoring of the Program to ensure it meets the growing needs of the residents and businesses of the City of Hamilton.

Accountable for ensuring the recycling and disposal program is provided in accordance with City and Provincial guidelines with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

Prepares and reports on the Section's services, financial, administrative and staff performance against established benchmarks. Implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example. Functions as mentor to subordinate staff.

Possesses a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development and be committed to results.

Possesses a high level of personal integrity and be an excellent communicator.

#### RESPONSIBILITIES

Assumes lead accountability and responsibility for the Recycling and Waste Disposal Section to meet the growing needs of staff, the public, residents and the businesses of Hamilton.

The manager is accountable to the Director of Environmental Services for the administration and overall management of:

- Transfer Stations
- Community Recycling Centres
- Central Composting Facility
- Windrow Composting Facility
- Materials Recycling Facility
- Closed Landfills
- Active Landfill

All of which shall be managed in accordance with City and Provincial guidelines with minimal disruption to the public in the most effective and efficient manner consistent with the City of Hamilton Strategic Plan and Mission, Vision and Values and Public Works Business Plan: Innovate Now, the public service value chain (people-service-trust)

#### GENERAL DUTIES

Provides creative leadership and direction to staff within the Section. Promotes teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.

Develops programs, policies and procedures for the Recycling and Waste Disposal Section and the solid waste management program. Makes recommendations to the Director and General Manager on project priorities, means of resourcing and related cost implications. Be results-oriented and persistent in ensuring objectives are accomplished.

Monitors the operations of the Section, ensuring operations are in compliance with Provincial legislative requirements.

Participates and regularly acts as spokesperson in discussions and presentations on relevant issues to Council, agencies, the public and the media. Attends various Committee/Council and public meetings as required.

Prepares or reviews as required, technical reports arising out of this area of responsibility for presentation to various committees of the City.

Participates as a department representative on various corporate committees/teams as required.

Prepares the annual draft capital and current budget for the Section and monitor and control expenditures. Projects expenditures and recommend changes where appropriate.

Interprets, applies and enforces the provisions of various by-laws related to the functions of the division and recommends changes where appropriate.

Empowers and develops reporting staff to perform their work in an independent manner.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Performs other duties as assigned which are directly related to the responsibilities of this position.

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.

## **QUALIFICATIONS**

1. Must be able to demonstrate level of expertise related to the duties described, normally acquired through a related University Degree and/or a combination of education and progressive work related experience.
2. Technical expertise is required with respect to relevant environmental impacts, including groundwater.
3. Extensive knowledge of applicable theories, practices and trends in an operations environment, and solid waste management.
4. Highly developed ability to articulate a vision to lead and inspire others.
5. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
6. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
7. Experienced in designing and delivering customer focused programs and services.
8. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
10. Knowledge of collective bargaining process.

11. Working knowledge of computer software applications (Word, Outlook, Excel, PowerPoint and Project).

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