

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT**

### **WASTE MANAGEMENT DIVISION – RECYCLING AND WASTE DISPOSAL SECTION - LOCATION 100 KING STREET WEST, 14th FLOOR**

### **SENIOR PROJECT MANAGER, LANDFILLS**

#### **SUMMARY OF DUTIES**

This position reports to the Manager, Recycling & Waste Disposal. The Senior Project Manager, Landfills works to maximize the benefits of the City's operating and closed landfill operations, monitors and remedies contracts unique to a landfill environment. The position provides environmental management for the City's open and closed landfills ensuring long term compliance with law and provides support for solid waste facilities within the Recycling & Waste Disposal Section. The position oversees the short- and long-term Capital and Operating Budget related to the City's landfill program.

#### **GENERAL DUTIES**

Develops, implements and evaluates program work plans and reports regularly on the landfill program operations, financial and staffing performance related to internal and external benchmarks. Designs and implements strategies to improve the effectiveness and efficiency of meeting community needs, based on research, demographics and trends.

Interprets and ensures compliance with municipal and departmental policies and procedures such as Human Resources, Corporate, Procurement and various by-laws.

Interprets and ensures compliance with the Occupational Health and Safety Act, W.H.M.I.S., applicable Provincial/Federal standards and Union Agreements.

Directs staff members, contractors, and consultants engaged in the operation, inspection, renewal and maintenance of the open and closed landfill facilities to ensure Ministry of the Environment, Conservation and Parks (MECP) Environmental Compliance Approval (ECA) and applicable legislation and standards are followed.

Coordinates, reviews and prepares annual reports as required under the Division's Environmental Compliance Approvals or other regulatory bodies.

Develops contracts, operational policies, procedures, key performance indicators, programs and work plans assessing immediate and future system requirements, develops and implements corrective and preventative plans when non-conformance and deficiencies occur.

Interprets contracts, legislation, policies and procedure regulations, etc., and checks for adherence to standards of quality of the work.

Monitors work performed by Contractors, arbitrates problem areas and alters/negotiates amount payable for services rendered. Approves invoices for payment. Recommends contract extensions or terminations.

Responsible for the procurement of goods and services related to landfill operations, adhering to applicable policies.

Develops relationships with internal and external parties to achieve maximum effectiveness with respect to the City's landfill management activities.

Participates on internal or external committees, representing the Waste Management Division and the City. Is a member of the Waste Management Leadership Team and contributes to strategic development of Divisional programs.

Develops and recommends remedial action plans for the open and closed landfill sites.

Develops and recommends monitoring plans for the open and closed landfill sites.

Develops and maintains an ongoing inventory of all open and closed landfills within the City.

Responsible for the performance management of full time and part-time staff including motivation, supervision, interviewing, hiring, orientation, training, scheduling, disciplining, performance evaluations and confidential matters.

Responsible for the co-ordination, preparation and monitoring of the annual budget for the landfill program. Monitors and effectively controls the current and capital budget through utilization of performance standards, specifications, work program and procedures, monitoring of cost control reports and statistical data.

Provides input on the development and evolution of performance standards ensuring targets are met.

Ensures staff work efficiently and in harmony to provide a high level of service to the Recycling & Waste Disposal Section.

Plans, supervises and co-ordinates daily activities by delegating and assigning work to both full-time and part-time staff ensuring the best use of resources. Provides support and guidance for staff development as required.

Develops and clearly communicates operational and administrative expectations for staff.

Represents respective areas in labour relations issues including participation in labour management meetings, providing input for Collective Agreements and grievance settlements.

Responds to complaints and inquiries in a timely and professional manner by investigating, evaluating and implementing solutions and prepares written reports to citizens and members of Council.

Liases with appropriate staff to provide technical details with respect to the landfill facilities.

Approves the purchase of materials and supplies within budget guidelines and within the approved authorized limits.

Monitors, analyzes and manages program delivery performance data relative to projects assigned to ensure that work plan objectives for program performance are achieved.

Establishes and maintains an effective network of communication between senior management and staff, various public/private sector agencies, user groups, constituents, City departments and other levels of government.

Ensures that all staff receive adequate and pertinent safety and technical training in order that work is performed in a safe and productive manner.

Performs other duties as may be assigned which are directly related to the normal job function.

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

## **QUALIFICATIONS**

1. Proven knowledge of the practices and theories of waste management/landfill management and operations/remediations normally acquired by a successful completion of a University Degree or

Community College in Environmental Studies, Chemistry, Engineering or related discipline, or a combination of relevant education and previous related work experience.

2. Considerable experience in the management of active landfill operations.
3. Demonstrated progressive experience in a Waste Management environment, with specific experience in the environmental management and remediation of open and closed landfills.
4. Manager of Landfill Operations (MOLO) designation or eligibility for MOLO designation by the Solid Waste Association of North America (SWANA).
5. Demonstrated ability to communicate effectively, both orally and in written form.
6. Possesses a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development, and is results oriented.
7. Must possess excellent public relations, report writing, presentation skills and demonstrate the ability to lead and participate on diverse teams.
8. Demonstrated progressive supervisory skills.
9. Experience and skills related to administrative /business tasks and budgeting. Experience and skills to work in a fast-paced environment, prioritizing multiple deadlines a remaining organized.
10. Experience in a computerized environment. Intermediate knowledge of Microsoft projects including Word, Excel, Microsoft Outlook and PowerPioint.
11. Must possess a valid Class "G" Driver's License and that flexibility to adjust hours of work in support of the operation.

**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.**

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