

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(WASTE MANAGEMENT DIVISION – RECYCLING AND WASTE DISPOSAL - LOCATION – 1579 Burlington St. East)

PROJECT MANAGER RECYCLING AND TRANSFER STATIONS – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager of Waste Processing, the Project Manager of Material Recycling Facility (MRF) and TSCRC provides contract administration of the day-to-day operation of the City's Materials Recycling Facility and the TSCRCs. The Project Manager will take the lead role in co-ordinating special projects as it pertains to processing and marketing of blue box recyclable materials and waste diversion and disposal for the Waste Management Division.

GENERAL DUTIES

Oversee in its entirety the contractual obligation of the City's Material Recycling Facility (MRF) and Transfer Stations / Community Recycling Centres (TSCRCs) operation and maintenance by supervising and monitoring to ensure the program operates efficiently and without interruption.

Maintain an understanding of industry standards including researching, maintaining and being up to date on industry markets, trends and potentials.

Direct, control, co-ordinate and monitor the MRF and TSCRCs to ensure the facilities operate within Ministry of Environment and Climate Change Environmental Compliance Approval standards and other relevant legislation.

Oversee audits at the MRF and TSCRCs, collect data pertaining to processes and operations to maximize revenues, decrease costs and to maintain efficient operations.

Perform site inspections of the TSCRCs to ensure compliance, monitor material levels, assess operational efficiencies and implement improvements if needed.

Supervision and development of MRF and TSCRCs staff including full and part time modified workers as required.

Assist in the development, implementation and awarding of any Request for Proposals/Tenders, agreements/contracts or other Procurement documentation.

Assume a leadership role in representing the Recycling and Waste Disposal Section in every aspect of the operation, maintenance and/or improvement of the MRF and TSCRC recycling and waste programs.

Liaise between the Waste Management Division, operating contractors, regulatory officials, special interest and community groups, outside organizations and agencies and other City divisions as it relates to the blue box program, Material Recycling Facility and TSCRC properties, facilities, operations and/or interests.

Oversee capital projects at the MRF and TSCRC including but not limited to equipment purchases and facility/building maintenance and repairs.

Research, propose, create and present reports to City Committee's, Council and other groups as required.

Work 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.

Monitors and ensures safe work practices in accordance with all applicable regulations, policies and procedures.

Assists in the preparation, monitoring and reporting of Capital and Current Budgets including revenues generated from the sale of commodities.

Develop, implement and evaluate area work plans, reporting on the program and assist in the design and implementation of strategies to improve the effectiveness and efficiency of the MRF and TSCRC programs.

Respond to complaints and inquiries in a timely and professional manner by investigating, evaluating and implementing solutions and assist in preparation of written reports.

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

QUALIFICATIONS

1. Proven demonstrated knowledge of the practices and theories of Engineering and/or Environmental Studies normally acquired by obtaining a degree or diploma in a related field or an equivalent combination of education and relevant work experience.
2. Extensive knowledge of management theories, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
3. Demonstrated knowledge and experience with waste management systems including material recycling and transfer station processes, operations and equipment is considered an asset.
4. Thorough knowledge of global and Ontario recycling/commodity markets, pricing and trends. Previous experience in commodities marketing is considered an asset.
5. Must be proficient in the use of a computer and various software programs; e.g. Word, Excel, Microsoft Outlook, Hansen or other relevant database software.
6. Demonstrated record of innovative and creative thinking, with the ability to anticipate and solve controversial issues.
7. Proven ability to analyze and manage data and KPI's and identify operational and process improvements.
8. Must possess excellent public relations, report writing, presentation skills and demonstrate the ability to lead and participate on diverse teams.
9. Competent administrative and budgeting ability including developing, monitoring and reporting Capital and Current budgets including revenue generated from the sale of blue box commodities.
10. Ability to interpret and understand bylaws, Federal and Provincial Acts relating to waste management and recycling.
11. Progressive supervisory experience demonstrated through direct or indirect reporting relationships.
12. Must possess a valid Class "G" driver's license.

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.