

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

WASTE MANAGEMENT DIVISION – WASTE POLICY AND PLANNING SECTION - 100 KING STREET WEST

WASTE PLANNING PROGRAM COORDINATOR

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, the Waste Planning Program Coordinator is responsible for assisting the Senior Project Manager and the Manager with the planning and strategic coordination of waste management programs for the division.

GENERAL DUTIES

Participates in the development and evaluation of related waste management programs to improve effectiveness and efficiency.

Monitors, reviews and updates the work plans relative to current programs and best practices, recommending programs, service levels and performance standards.

Assists in the preparation of accurate and detailed cost analysis and estimates for existing and new waste management program initiatives in the preparation of the annual operating / capital budget and as required.

Obtains cost estimates and quotes for applicable operating and capital projects.

Responsible for the preparation of written or oral reports/presentations as required.

Assist the SPM and Manager in the planning, organizing, scheduling, monitoring and guidance of works, materials, equipment for staff or contractors / consultants.

Supports the SPM by coaching and mentoring staff members using project management methodologies.

Reports major monthly variances and recommends mitigation measures affecting service delivery as required.

Monitors, analyzes and manages Waste Planning program delivery performance data to ensure that work plan objectives for program performance are achieved.

Develops and maintains current policies and procedures to ensure effective and consistent service delivery relative to changing conditions and regulations.

Assists in establishing and maintaining standard operating plans and program schedules to ensure timely, effective, and efficient delivery of service programs in compliance with all applicable legislative requirements.

Conducts regular compliance audits and identifies variances and implements corrective action.

Represents the team and Section as required and working groups as assigned.

Maintains appropriate customer service to maintain a high level of integrity and professionalism in the Divisional customer relations.

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.

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 responsibilities of the position.

QUALIFICATIONS

1. Proven demonstrated knowledge of the practices and theories of Waste Management, normally acquired through a post-secondary degree/diploma in a related discipline and/or a combination of education and progressive work-related experience. Must excel at planning, organizing and implementing projects.
2. Demonstrated expertise in Waste Management planning, policy / program development and evaluation, and project management theories, practices and trends to manage operational tasks, including reviewing, approving and implementing work plans.
3. Ability to effectively communicate and interact with staff, project teams, management staff, consultants, internal and external clients, industry associations and the general public in both written and verbal form.
4. Demonstrated commitment to continuous learning to maintain current knowledge of legislation, issues, technologies and best practices related to Divisional programs and services.
6. Experience in evaluating programs and services against operational standards and budget requirements, and developing recommendations for consideration.
7. Must possess initiative, good judgement, excellent interpersonal and organizational skills, demonstrated tact and professionalism. Must possess excellent writing, communication, organizational and diplomacy skills. Demonstrated ability to work independently and in a team environment
10. Working knowledge and competence in Microsoft Office (Word, Excel, PowerPoint and Outlook) with preference given to those with competence with GIS and Hansen Software.
11. Experience and the ability to organize and prioritize multiple tasks/assignments in order to meet deadlines, and control/monitor financial requirements of the job.
13. Demonstrated knowledge of Health and Safety Act and applicable regulations as it relates to the position.
14. Must possess a valid Class "G" Ontario Driver's Licence and provision of a vehicle for use on the job.

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