

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT WASTE MANAGEMENT DIVISION – LOCATION –100 KING ST. W.)

DIRECTOR, WASTE MANAGEMENT

SUMMARY OF DUTIES

Reporting to the General Manager of Public Works, the Director of Waste Management provides strategic leadership, through subordinate management, to a multi-functional workforce engaged in the delivery of services to the City Council, public and internal clients. Recommends specific policies and long-range strategies in the delivery of services to meet mandated goals and objectives.

Accountable for establishing and achieving departmental goals and objectives through the effective and efficient use of financial staff and resources. Uses a “best practices” approach in developing and delivering quality services in a timely and cost-effective manner. Instills a customer service focus in the Division.

Evaluates and reports on the Division’s Key Performance Indicators, financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example.

Provides creative leadership to the Division through consultation with an effective management team.

Promotes teamwork and integration between units within the Division and with other parties participating in cross functional and cross-program initiatives.

RESPONSIBILITIES

Assume lead accountability and responsibility for the Waste Management Division to meet the growing needs of staff, the public, residents and the businesses of Hamilton.

The director is accountable to the General Manager of Public Works for the administration and overall management of:

- Central Composting Facility
- Downtown Cleanliness
- Materials Recycling Facility
- Transfer Stations and Community Recycling Centres
- Waste Collections
- Waste Disposal
- Waste Recycling and Processing
- Waste Planning, Data Management and Community outreach

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.

GENERAL DUTIES

Monitors the operations and projects within the Division to ensure safety, service quality, cost-effective and timely delivery of services, and environmental and legislative compliance.

Builds and encourages staff commitment to strive for a consistently high level of performance in all areas of service delivery recognizing the underlying values of the department and City.

Oversees the development and monitoring of annual operating and capital budgets.

Develops studies, procedures and programs as assigned by the General Manager.

Attends public meetings to present the city's position/actions to the public, media and outside government bodies. Participates, and regularly acts as main spokesperson, in discussions on Waste Management planning, operations and maintenance issues.

Responds to issues and queries raised by Council.

Ensures compliance with Provincial and Federal statutes and regulations and municipal by-laws and policies.

Responds to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Provides professional opinion, advice and guidance through consultation, including reports, to Council and its Committees.

Provides leadership in short- and long-range planning activities for the Division by applying a strategic vision consistent with department and corporate goals.

Acts as a stand in General Manager on a rotating basis with other members of the Department Leadership Team

Provides effective leadership in all areas of ongoing activity.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate, departmental and divisional policies and procedures related to occupational health and safety.

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

QUALIFICATIONS

1. University degree in a related discipline and related and progressive management experience, or an equivalent combination of education and relevant work experience.
2. Highly developed analytical and business planning skills with a proven track record for long term visioning and big-picture thinking.
3. Highly developed ability to articulate a vision, to lead and inspire others.
4. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
5. 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.
6. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
7. Demonstrated experience 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.

JOB ID A12565

9. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the Department/Division.
10. Must possess strong interpersonal skills and communication skills with demonstrated ability to deal effectively with staff, management, elected officials and the public and demonstrated facilitation skills in order to build consensus.
11. Knowledge of collective bargaining process.
12. Working knowledge of computer software applications such as Word, Excel, Microsoft Outlook, and Microsoft Power Point.

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