



Career Opportunity Operations Manager – FULL TIME

The Valley Region Solid Waste-Resource Management Authority (Valley Waste-Resource Management), an inter-municipal organization providing solid waste-resource services for the Municipality of the County of Kings and the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville, is seeking candidates to fill the full-time position of **Operations Manager**.

The Operations Manager reports to the General Manager and is responsible for the efficient and effective day-to-day operations of the Valley Region Solid Waste-Resource Management Authority's physical plants, equipment and vehicles, contract administration and the application of the Occupational Health and Safety program. The Operations Manager will also:

- **Physical plants, equipment and vehicles**
 - Ensure that the Eastern and Western Management Centres are staffed and operated to provide effective and efficient services to the public;
 - Ensure that qualified staff are in place to operate the Management Centres;
 - Ensure that Authority buildings, owned and leased, are properly maintained and operated;
 - Prepare and submitted all reports associated with the Industrial Approvals for operation;
- **Contract Administration**
 - Prepares, releases and administers all aspects of the development of tenders and request for proposal documents for capital purchases and operational contracts.
 - Manages the implementation and administration of operational contracts for waste-resource collection, residual waste disposal, recyclables processing, organics processing, construction and demolition debris management and associated transportation, major equipment and vehicles, janitorial services and any others that may apply;
 - Implements and monitors contract revisions to support operational and organizational efficiencies.
- **General Administration**
 - Participates in senior management policy development and administration and advises the General Manager on these matters;
 - In consultation with the General Manager, prepares the annual budgets for the physical plants and major contracts;
 - Administers the annual budget for the items noted above on a day-to-day basis.
 - Ensures that the General Manager and team members are informed of relevant issues relating to operations;
 - Prepares and presents reports to the Valley Region Solid Waste-Resource Management Authority as required
 - Participates on Provincial and Regional Committees and prepares Reports relating to the activities of those Committees as required.

The successful incumbent will have:

- A university degree or technical training (2-year diploma) in a related field such as engineering, environmental science, natural resource management or planning or 10 years supervisory experience in a similar enterprise such as municipal public works, civil construction or waste management facilities;
- Extensive experience managing, implementing and administering occupational health and safety programs in an industrial environment;
- Experience in purchasing in a municipal government setting including the development of tender and request for proposal documents;
- Experiencing writing and presenting operational reports;
- A minimum of 5 years' experience administering large operational and capital budgets;
- Excellent and demonstrated people skills in terms of motivation, development and assessment;
- Comprehensive knowledge of and experience with modern municipal solid waste-resource management programs and systems;
- Comprehensive mechanical knowledge including building systems, heavy equipment repair and fleet management;
- Familiarity with the Microsoft Office Suite of computer software applications;
- Strong communication, public relations and interpersonal skills;
- A valid Driver's License with and clean driving record.

This is a Full Time position including a comprehensive benefits program. Hours of work vary but typically are Monday-Friday, 8:30am – 4:30pm. Valley Waste-Resource Management offices are located at 90 Donald E. Hiltz Connector Road, Kentville, Nova Scotia. Please submit your written application by **4:30pm, local time, Friday, October 2, 2020**. Please merge your cover letter and resume into one document. **Submissions should outline the applicant's education, past experience, training and other related qualifications that would allow the applicant to successfully perform the duties of the position.**

To Apply:

- Please demonstrate in your application how you meet the above qualifications.
- To apply for this position, please e-mail your application (cover letter/resume) to: careers@vwrm.com or drop off a copy of your application in person.
- Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment. Checks may include one or all of the following: references, employment verification, criminal background and education. You may be asked to demonstrate your skills using Microsoft Excel and Word.

The Authority sincerely thanks all applicants but only those selected for an interview will be notified.