



## Career Opportunity Industrial, Commercial and Institutional (IC&I) Coordinator – 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 **Industrial, Commercial and Institutional (IC&I) Coordinator**.

The IC&I Coordinator reports to the Communications Manager and will coordinate and provide education to the industrial, commercial and institutional sectors with regard to the activities falling under the umbrella of services offered by the Valley Region Solid Waste-Resource Management Authority. While not all encompassing, the IC&I Coordinator will also:

- **Become thoroughly familiar with VWRM Occupational Health and Safety Policies and Safe Work Practices, especially those pertaining to IC&I Coordinator activities and overall operations.**
- **Provide Superior Customer Services:**
  - Participates in discussions with other VWRM staff to learn about current source-separation compliance levels in the IC&I and residential sectors, to determine which sub-sectors and/or areas of the Region being served may need attention;
  - Become familiar with the varied sectors and types of IC&I enterprises as well as the private waste collection haulers that service them;
  - Work with other VWRM staff, especially the inspection staff for follow-up on cases identified during inspections;
  - Become familiar with the Waste-Resource Management Bylaw and Provincial Regulations pertaining to source separation of waste-resources;
- **IC&I Specific Duties**
  - Works cooperatively with administration office and management centre staff to address the educational and compliance requirements of the IC&I sector in promoting compliance with Valley Waste-Resource Management policies and Bylaw;
  - Assists and advises IC&I enterprises to comply with Valley Waste-Resource Management policies and Bylaw;
  - Works cooperatively with the Road Side Inspector to monitor IC&I compliance with policies and Bylaw at curbside, commercial dumpsters and at the Management Centres;
  - Works cooperatively with the Valley Waste-Resource Management collection contractor and private haulers to identify and address cases of non-compliance in the IC&I sector;
  - Performs presentations/workshops directed at IC&I enterprises, as per the terms of the Regional Education Contract with Divert NS;
  - Assists with promotional ideas and community outreach events;
  - Prepares and forwards cases requiring enforcement to the Bylaw Enforcement Officer;
  - Works to develop educational materials and advertising to raise awareness of waste reduction and waste-resource management regulations with focus on diversion targets and issues;
  - Prepares letters to non-complying IC&I properties as they related to the Bylaw and associated Bylaw Directives

**The successful incumbent will have:**

- Community College diploma or University Bachelor's Degree preferably with an environmental, social or legal focus; or equivalent experience along with a strong interest and knowledge of environmental issues;
- Ability to plan and efficiently execute an independent work plan based on a foundation of excellent verbal, written and presentation-based communications skills;
- Superior time management and organizational skills and familiarity with the Microsoft Office Suite of programs;
- Ability to communicate effectively with a wide range of people particularly with business operators, but also including the general public, seniors, university students, high school and elementary school students;
- Valid Nova Scotia Driver's License

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, February 26, 2021**. 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@vwr.com](mailto:careers@vwr.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.