



**Career Opportunity
Site Supervisor (Permanent Full-Time)**

The Valley Region Solid Waste-Resource Management Authority (Valley Waste-Resource Management) is a regional solid waste-resource management authority under the Environment Act. The Authority operates the municipal solid waste system in the Valley Region. Valley Waste is seeking candidates to fill the challenging full-time permanent position of **Site Supervisor** at the Management Centres located in Kentville and Lawrencetown.

A "Management Centre" is a public solid waste transfer station. The Site Supervisor reports to the Operations Manager. The Site Supervisor should be prepared to perform all functions of the job on a daily basis and while not all encompassing the key functions of the position are:

- Occupational Health and Safety: Becomes thoroughly familiar with the Occupational Health and Safety system ensuring adherence to all aspects of the system by the site team and becomes familiar with all associated legislation and regulations. Sits as a standing member on the Joint Occupational Health and Safety Committee. Becomes familiar with the scope and use of the CCTV system.
- Provides day-to-day leadership and skills in the management of the site and personnel. Is familiar with all regulations, guidelines and by-laws pertaining to solid waste management. Prepares schedule and work plan for site team and participates in hiring and performance appraisal processes.
- Manages waste resources at the Sites ensuring that all materials are received and processed for transport to various receiving facilities, or sorted and stockpiled for future processing and transporting.
- Site and Equipment Maintenance – is responsible for the coordination and documentation of the maintenance performed on all equipment, buildings, grounds and site. Schedules equipment operations to ensure the efficient flow of materials at both the East and West Management Centres located in Kentville and Lawrencetown in consultation with contracted service providers. Ensures compliance with commercial carrier regulations to include the use of electronic logging devices (ELD).
- Public Relations: Treats site users and visitors courteously and professionally at all times providing information as requested with regard to source-separation requirements and site programs and services.

The successful incumbent will have:

- A post-secondary education in a related field is considered to be an asset. Grade 12 or equivalent experience in municipal solid waste operations;
- Experience and/or ability to effectively plan and implement the day-to-day work program at the Management Centre sites to include the scheduling and supervision of staff in a dynamic work environment;
- Willingness to work overtime and flexible hours from time to time depending on work load;
- Willingness to work in a computerized environment. Computer experience with the Microsoft Suite of Programs would be considered an asset;
- Proven ability to work in a courteous manner with the public;
- A valid Nova Scotia Driver's License.

This is a full-time position based on a 40-hour work week. Compensation includes a competitive 7-step salary range from \$63,000.00-\$81,000.00 and comprehensive group benefits plan including an 8% employer/employee matched pension plan. 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. This recruitment will remain open until the position is filled. Proof of Covid-19 Vaccination is required.**

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.
- 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.

The Valley Region Solid Waste-Resource Management Authority thanks all candidates for the interest in this position; however, only those selected for an interview will be contacted.