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Employment Opportunity

## Zero Waste Coordinator

Permanent Full Time Position

External Posting

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### SOLID WASTE SERVICES

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The Regional District of Nanaimo has an employment opportunity for a permanent full time Zero Waste Coordinator in the Solid Waste Services Department.

Reporting to the Manger of Solid Waste, the successful applicant will be responsible for contributing to the effective planning and operation of the Solid Waste Department through the development, design, delivery, administration, coordination and monitoring of the residential curbside collection program for garbage, food waste and recycling.

Qualifications include an undergraduate degree in Environmental Studies or related field plus seven years prior job related experience in a local government setting, including a minimum of two years of experience in a supervisory capacity, or an equivalent combination of training and experience. A thorough knowledge of solid waste management reduction, reuse, recycling, composting and landfilling practices as well as knowledge of provincial waste management regulations, local bylaws, rules and regulations governing solid waste management programs is required. Strong interpersonal, communication, conflict resolution, leadership, and team-building skills are also required.

This is a permanent full time Union position. The (2017) rate of pay is \$39.99 to \$42.09 per hour. The position offers an attractive benefits package as provided within the Collective Agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401. Visit our website at [www.rdn.bc.ca](http://www.rdn.bc.ca) for more information on the Regional District of Nanaimo.

A complete resume of experience, qualifications and references will be accepted until 4:00 pm, January 12, 2018, quoting **Competition No. 2017-97** to the Main Reception, Administration Building, Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2; Fax: 250-390-4163, or email [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca). A covering letter must be submitted with all applications.

*Thank you for your interest in this position. Only those under consideration will be contacted.*

Date Posted: December 11, 2017

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**JOB SUMMARY**

The Zero Waste Coordinator contributes to the effective planning and operation of the Solid Waste Department through the development, design, delivery, administration, coordination and monitoring of the residential curbside collection program for garbage, food waste and recycling. This position supports the department by assisting team members in their duties, as required, to meet service expectations as well as departmental goals and objectives.

**PRIMARY DUTIES AND RESPONSIBILITIES**

- Oversees the delivery of the residential curbside collection program serving single-family residents in the City of Parksville, the Town of Qualicum Beach, the District Municipality of Lantzville and RDN Electoral Areas (the service area).
- Administers the contract between the RDN and the private collection contractor to provide garbage, food waste and recyclables collection to all households in the service area.
- Administers the contract between the RDN and Multi Material B.C. to provide curbside collection of printed paper and packaging to all households in the service area.
- Monitors the performance of the private collection contractor to ensure compliance with RDN and Multi Material B.C. contract requirements.
- Performs tracking, monitoring and evaluation of data related to the residential curbside collection program and prepares reports as required.
- Recommends, develops and implements policies and procedures required to ensure the efficient and effective delivery of the residential curbside collection program.
- Develops, implements and monitors customer service policies and communications protocols and resolves customer complaints that cannot be addressed by front-end support staff.
- Oversees inventory control, invoicing and related tasks associated with supplying food waste containers to partnering vendors and curbside collection customers.
- Plans, develops and implements communication and education components of the curbside collection program including preparation of newsletters and web-based information, as well as maintaining social media formats and other electronic communication tools.
- Prepares annual collection calendars and oversees distribution to all customers in the service area as per requirements of the collection contracts.
- Assists the Manager of Solid Waste in the preparation of the annual curbside collection budget and manages expenditures in accordance with approved budgets and budgeting guidelines.
- Meets regularly with Multi Material B.C., the private collection contractor and staff from the City of Parksville, the Town of Qualicum Beach and the District Municipality of Lantzville to ensure that service delivery meets all stakeholder requirements.
- Works in conjunction with RDN Finance and GIS staff to maintain an accurate utility billing system as well as collection route mapping.
- Researches, designs and implements new zero waste programs for single family curbside customers as identified in the Solid Waste Management Plan.

- Prepares requests for quotations, proposals and tenders and recommends awards; provides guidance and enforces compliance with the contract terms and conditions.
- Oversees, monitors and directs staff and consultants on programs and projects for the Solid Waste Department.
- Prepares reports and recommendations to the Manager of Solid Waste for consideration by the Committee of the Whole and attends Committee meetings as required.
- Responds to public inquiries according to approved procedures; represents the Solid Waste Department at public and agency meetings as required.
- Liaises with RDN departments, other local governments, provincial and federal governments, and community agencies regarding issues related to Solid Waste programs and initiatives.
- Performs other related duties, as required.

## **JOB QUALIFICATIONS**

### **Education/Experience**

Undergraduate degree in Environmental Studies or related field plus seven years prior job related experience in a local government setting, including a minimum of two years of experience in a supervisory capacity, or an equivalent combination of training and experience.

### **Skills/Abilities**

- Knowledge of solid waste management reduction, reuse, recycling, composting and landfilling practices.
- Knowledge of provincial waste management regulations, local bylaws, rules and regulations governing solid waste management programs.
- Strong interpersonal communication, conflict resolution, leadership skills and team-building skills, including the ability to oversee and direct staff and consultants.
- Ability to interact in a tactful, diplomatic and professional manner particularly when working with representatives of local industry, private individuals, citizen groups, the media and other government agencies.
- Ability to speak publicly and give presentations; must possess excellent oral and written communication skills.
- Excellent project management and contract administration skills, knowledge of contracts and tendering procedures.
- Proven ability to plan and achieve goals, develop budgets and work independently, under pressure, and to deadline.
- Proficient in word processing, spreadsheet, and database applications, as well as a variety of other computer applications.
- Possession of a valid Class 5 Drivers License.

### **Reporting Relationship**

Reports to the Manager, Solid Waste.

**Date Approved:** January 14, 2014