



Job Description

Resource Recovery Technician

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Resource Recovery Manager

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: Environmental Services

SUMMARY OF POSITION:

The Resource Recovery Technician provides technical support to assist in the provision of all recycling and waste diversion services and programs throughout the Regional District of Central Kootenay (RDCK).

Reporting to the Resource Recovery Manager, this position will be responsible for varied technical duties including supervising recycling depot service contracts, liaising with Recycle BC and other Extended Producer Responsibility (EPR) groups, preparing reports, collecting and maintaining recycling and diversion data and coordinating household hazardous waste roundup events as well as various outreach & education initiatives.

Based in the Nelson Head Office, this position coordinates various outreach and education initiatives and provides general support to Resource Recovery operations. This position is the designated staff resource for recycling and waste acceptance questions and EPR consultations.

ROLE AND RESPONSIBILITIES:

As a member of the Resource Recovery team, responsibilities include, but not limited to:

1. Assists the Resource Recovery Manager in overseeing and monitoring performance of services and supply contracts. As required, coordinates stakeholders, contractors and equipment to ensure maximum cost effectiveness and compliance with policy and procedure, contract specifications, work schedules and safety procedures.
2. Participates in the preparation of tender and proposal call requirements including developing specifications, responding to proponent enquiries, reviewing submissions and making recommendations for contract award.
3. Coordinates activities and delivers programming associated with various initiatives related to waste diversion and public education.
4. Interprets bylaws, policies and regulations in responding to public and stakeholder enquiries regarding technical waste acceptance, disposal, recycling and related Resource Recovery services.
5. Works to reduce improper drop-off of recyclable, hazardous, and controlled materials at Resource Recovery facilities through outreach and enforcement activities.

6. Maintains data and prepares statistical reports for Resource Recovery services including recycling volume data and reports to relevant EPR programs and government agencies.
7. Prepares reports and makes recommendations to the Resource Recovery Manager to improve stewardship program access for residents of the RDCK.
8. Engages with Recycle BC and other EPR programs to provide consultation and stakeholder feedback on behalf of the RDCK and its residents.
9. Undertakes research and project work as directed by the Resource Recovery Manager.
10. Coordinates household hazardous waste disposal at annual events and Eco Depots in the RDCK.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- 2 year technical diploma in Environmental Science or similar;
- Minimum 2 years experience working in the administration and operation of municipal solid waste services, environmental management or related;
- Previous experience in the supervision of contracted services;
- An equivalent combination of education and work experience may be considered;
- Demonstrated knowledge and experience in the application and interpretation of Federal, Provincial and Local Government Act, regulations, guidelines and best practices governing solid waste management and other environmental programs and issues;
- Knowledge of the Recycling Regulation and Extended Producer Responsibility principles;
- Experience using and maintaining databases and creating reports;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the operation, procedures and practices used in solid waste management, preferably within a government setting;
- Ability to plan and coordinate activities with staff, contractors, consultants and the public to ensure compliance;
- Ability to establish and maintain positive and effective working relationships with internal and external candidates, including contractors, consultants, external agencies, elected officials, and the general public;
- Professional written and verbal communication skills;
- Proficiency in public speaking and making effective presentations to various audiences;
- Ability to work independently within a consultative, teamwork approach;
- Ability to adhere to prescribed routine, work without direct supervision, exercise good judgment and to adjust priorities under changing field conditions;
- Ability to learn and become proficient in new software;

- Ability to prepare, read and understand technical documents including operation and maintenance manuals, construction specifications and drawings, survey maps and other plans;
- Ability to perform manual work and be willing to work outdoors in all weather conditions and in environments with exposure to unpleasant substances and materials;
- Valid Class 5 BC Drivers License and satisfactory drivers abstract; and
- Satisfactory Criminal Record Check.

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

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Employee Name	Employee Signature	Date

_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date