

Hazardous and Electronic Waste Operations Coordinator

Job Description

Reporting To: Transition Manager

Starting Salary: \$56,012.00

Full Time Position located in Belleville, Ontario

Area of Authority:

The Hazardous and Electronic Waste Operations Coordinator provides the delivery and coordination of the Centre & South Hastings Waste Services Board's Hazardous and Electronic Waste Programs.

Qualifications:

- Post Secondary Degree/Diploma in a related field and several years relevant work experience
- Proficient with Microsoft Office (Word and Excel)
- Excellent verbal and written communication skills
- Experience in a supervisory role
- Excellent troubleshooting skills
- Ability to interact with the public, government and business sectors in a friendly, professional and informative manner.
- Ability to work flexible work schedule on an as required basis
- Ability to work equally well in an outdoor/indoor environment
- Capable of heavy lifting
- G Class Drivers License with a clean abstract

Summary of Duties

The **Operations Coordinator** (OC) is responsible for the following:

A) Coordination and Operation of the Hazardous and Electronic Waste Program including but not limited to:

- Ensuring adequate and appropriate facilities, supplies, labour, equipment and PPE are in place as needed
- Assist with budget creation and tracking equipment needs and expenses

i) Depot

- Maintenance of on-site documents and records including Environmental Compliance Approvals, Operations Manuals, Annual Reports, waste manifests, other relevant documentation
- Contribute to review of Service Provider Contracts, Agreements
- Supervision of staff (contract, part-time and seasonal) assuming the roles and responsibilities of Supervisor as defined in the OH&S Act
- Hands-on management of hazardous materials including collection, packing, preparation for recycling or disposal, and any associated documentation
- Management of a seasonal Reuse Program
- Ensuring the upkeep, organization and tidiness of the main depot and proactively initiating site improvement projects as required
- Ensure an Emergency Response Plan is in place

ii) Mobile Events

- Maintenance of mobile event documents and records including Environmental Compliance Reports, Operations Manuals, waste manifests, vehicle maintenance reports, other relevant documentation
- Supervision of staff (contract, part-time and seasonal) assuming the roles and responsibilities of Supervisor as defined in the OH&S Act

- Hands-on management of hazardous materials including collection, packing, preparation for recycling or disposal, and any associated documentation
- Ensuring the upkeep, organization and tidiness of the mobile event vehicles and proactively initiating improvement projects in this regard where and when required
- Ensure an Emergency Response Plan is in place

B) Record Keeping, Statistics and Reporting

- Maintain and develop accurate and up-to-date electronic records for all materials collected, recycled, reused and disposed of
- Submit Collection Claims to relevant Steward/Product Responsibility Organizations and maintain associated records in a timely manor
- Assist with the Waste Diversion Ontario (WDO) Municipal HHW Tonnage Datacall
- Complete annual Hazardous Waste Information Network (HWIN) registration
- Ensure Equivalency Certificates are up to date
- Preparation of MHSW and WEEE Program Annual Reports to meet compliance with relevant Environmental Compliance Approvals
- Preparation and Presentation of Reports outlining the activities of the HHEW program for Board review and/or Senior Staff

C) Human Resources Management

- Ensure the appropriate level of staffing at depot and collection events
- Maintain staff payroll records and ensure staff receive appropriate training including but not limited to Transportation of Dangerous Goods Certification, First Aid and CPR, as well as the operation of on-site fire suppression equipment and Leaks and Spills Control
- Recruit and hire new staff as required (Career Fairs, student placements, etc.)
- Assist with the creation, review and editing of job descriptions

D) Program Development

- Preparation of annual HHEW Mobile Event Schedule, Calendar and Tax Inserts
- Development of policies and procedures that pertain to the Household Hazardous and Waste Electronics Programs
- Provide technical expertise where required to ensure that appropriate management and safety issues are addressed
- Attend conferences, training sessions and meetings as they pertain to the ongoing development of the program and of employee skills as approved by the Transition Manager

E) Maintenance of Hazardous Waste Equipment

- Ensure the timely and appropriate interior and exterior maintenance of equipment (including vehicles, scales, pallet jacks, hand tools, safety equipment, etc)
- Ensure appropriate maintenance and calibration schedules for electronic equipment (scales) and safety equipment (fire extinguishers)

F) Other Responsibilities and Duties including but not limited to:

- successfully complete a Board driver's test and documented training for all vehicles and attachments before operating
- receive and maintain up-to-date training in technical and health and safety issues as directed by the Transition Manager or other Management Staff
- Other duties that may arise that are specific to the HEW Program