



## General Manager

**Status: Two-year term with the possibility of renewal Office**

**Location: 270 West Street in Trenton, Ontario Base**

**Salary: \$100,000 - \$150,000**

Quinte Waste Solutions (“QWS”) is passionate about the environment and prides itself on excellent customer service in curbside and commercial recycling, household hazardous and electronic waste collection. Established in 1990, our facility services nine member municipalities in the Quinte Region and processes nearly 11,000 metric tonnes of recycling a year.

Quinte Waste Solutions is currently searching for a General Manager who will oversee and lead the operations, program development, strategic direction and leadership for the organization. This position will also build relationships in the community while providing best of class customer service.

The successful candidate will have a passion for environmental causes, customer service, and will want to make a positive impact on the community. This position is accountable to the Board for the overall performance of the organization.

The General Manager is responsible for:

- Oversight and management the operations function in Belleville/Trenton facility
- Organizing and coordinating of programs and budgets in cooperation with CFO
- Providing oversight of Blue Box and Hazardous Waste Disposal Contracts and administration
- Reviewing reports and projects in order to comply with quality control
- Positioning assets to effectively transition into new regulatory models and respond to adapting municipal needs
- Negotiating service agreements, contracts and funding reports in support of QWS goals
- Developing service agreements, RFPs and contractual tenders for Board operations
- Managing the development of new facilities and program components based on service agreements

- Liaising with Board members, area municipalities and others in the community in the development and administration of programs
- Meeting and liaising with other municipal peers, committees and organizations in order to develop and administer new programs
- Sharing expertise and program feedback on new program developments and information
- Researching and completing proposals/applications for funding, partnerships and cooperative ventures
- Assessing and updating the Board and staff on relevant legislative changes that impact the organization
- Supervising and monitoring resultant projects and programs
- Working to improve existing and/or create new contracts in the community
- Acting on behalf of the Board as the organizational and operations spokesperson in media relations and with other contacts
- Attending conferences and training sessions as required
- Overseeing and leading all operations and administrative staff to ensure smooth and effective operation of the facilities
- Guiding staff in program functions and in personal skills development
- Working with all staff to ensure a high level of service
- Hiring, training, evaluating, and terminating employees and contractors as required

General Manager should have:

- A Post-secondary degree/diploma in a related field
- A minimum of five to seven (5-7) years of progressive relevant work experience
- A minimum of three to five (3-5) years of leading a team
- Experience reporting to the Board of Directors
- Experience in managing operations and facilities
- Ability to interact positively and professionally with the community, various levels of government and business sectors
- Has experience in risk and liability management
- Proficient with Microsoft Office (Word, Excel and PowerPoint)
- G Class Driver's License with a clean abstract
- Excellent verbal, written and listening skills
- Strong Problem solving, conflict resolution and time management skills
- Excellent Project Planning and budgeting skills

Why should the General Manager join the team?

- Competitive Compensation
- Retention Bonus
- Group Benefits
- RRSP Matching Program
- Generous Vacation entitlement
- Sick, Personal and Volunteer days

We value the teamwork that happens when employees come together and are committed to promoting and providing a safe and healthy workplace that reflects the environment and the community it serves.

QWS is committed to establishing a qualified workforce that reflects the diverse population it serves and we encourage applications from all qualified individuals. We are committed to preventing and removing barriers to employment for people with disabilities and invite you to contact us if you have questions regarding accessibility or accommodation.

If you are looking to make a positive impact in an organization that strives to maintain a high standard of customer service while fostering a workforce that respects ethical conduct, professionalism and personal dignity we want to meet you!