

## Recycle Supervisor

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### **DEFINITION**

This class provides program co-ordination and direction to the City's recycle and toxic materials disposal service program. Services are provided by a combination of ECO Stations and Neighbourhood Recycling Depots, and Recycling Collection groups throughout the City.

Employees in this class provide the detailed planning and delivery of manpower, facility and equipment resources to achieve service standards. Day to day service delivery is provided through Eco Station and Recycle Leaders who monitor the ongoing progress of operations and provide field level operations supervision and problem resolution functions.

A significant aspect of this work entails the co-ordination with other areas of waste management to meet service and production standards and effectively dealing with other to resolve problems and ensure effective program operations.

Recycle Supervisors play an active role in the hiring, training, performance evaluation, scheduling and other related aspects of the human resource management of the Recycling and Toxic Waste Disposal programs.

### **TYPICAL DUTIES\***

Provides co-ordination, direction and leadership of a multi-facility recycle and toxic waste collection and disposal program.

Builds and maintains productive recycle facility teams by providing coaching, training and development, health and safety programs, attendance management and performance evaluation.

Recruits, trains, orients and mentors both permanent and seasonal staff to achieve program objectives.

Maintains effective working relations with staff, supervisors and Leaders, contractor representatives, other City staff, and members of the general public in order to meet program objectives and resolve problems on a timely basis.

Makes operational decisions to meet service objectives, responds to unusual situations related to weather conditions, equipment breakdowns, staff injuries and other unforeseen situations. Provides advice, problem solving, conflict resolution and direction to Foreman in response to emergent situations.

Provides appropriate service planning in areas such as manpower, equipment deployment, materials and supplies acquisition in order to ensure the continuing efficiency of collection operations. Co-ordinates staff vacation schedules, changes to staff information (address, etc.) and implements programs such as WCB and modified work to accommodate workforce needs. Ensures adequate supplies of protective clothing, containment kits, etc. and ensures that staff adhere to safety regulations and policies.

Gathers information for discipline and grievances and recommends disciplinary action when required and determines whether remedial training and testing is required to resolve staff issues.

Leads the implementation of special programs such as toxic roundups, etc.

## Recycle Supervisor

Investigates the feasibility of providing for disposal and subsequent recycling of new materials (electronics, appliances, etc.) and provides required logistical planning to implement new programs.

Acts as a departmental representative in matters concerning recycle and toxic materials handling and provides others with operations expertise when required.

Provides appropriate cash handling and auditing services in relation to incoming revenues.

Performs related duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of the equipment, procedures, routes, and associated policies and Bylaws related to the City's recycling and toxic waste collection program.

Ability to effectively supervise the daily ongoing activities of a recycling processing workforce, including performance monitoring, attendance management, and Occupational Health and Safety compliance.

Ability to communicate effectively with the public on matters related to service delivery and to resolve complaints in an expeditious manner.

Ability to effectively interpret and apply the concepts, principles and behaviours consistent with leading, motivating and encouraging staff; ensuring compliance with the City's policies and procedures and representing the City of Edmonton in a professional, honest, respectful, and safe manner.

Skilled in the operation of recycling facility equipment, the use and demonstration of proper lifting techniques and safety procedures.

Skilled in the use of office automation software including word processors, spreadsheets, electronic mail, etc.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Grade 12 supplemented by training including Level I and Leading People for Results. A minimum of 6 years of experience in all aspects of recycle and toxic material collection, handling and disposal services including operation of all collection vehicles and associated equipment is required.

Valid Alberta Drivers License with airbrake certification, City Driving Permit.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	1903			

Last Updated:  
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