

EMPLOYMENT OPPORTUNITY

Special Projects Coordinator- Solid Waste

Permanent Full-Time

Solid Waste Services

Competition No.:2021-038



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS/EDUCATION

- Excellent interpersonal, written and verbal communication
- Degree in Environmental Studies, Geography, Environmental Planning or a related field
- 1-3 years prior job-related experience or equivalent combination of training and experience.

APPLICATION DETAILS

Please quote competition 2021-038 and submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit **online at:**

[Internal Candidates](#)

[External Candidates:](#)

**Applications will be accepted until:
4:00 pm, on April 30, 2021.**

Date Posted: April 16, 2021

*We thank all applicants for their interest;
however, only those selected for further
consideration will be contacted*

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a Permanent full-time Special Projects Coordinator in the Solid Waste department.

The successful candidate will be responsible for assisting with the implementation of the Solid Waste Management Plan. Duties include assisting with the design and implementation of new zero waste programs, regulatory and technical assessment of Waste Stream Management Licensing (WSML) facilities, delivery of zero waste programs, monitoring and reporting on illegal dumping activity, responding to public inquiries regarding the District's solid waste programs, preparing requests for quotations, proposals and tenders, and recommending award, liaising with RDN departments, other local governments, provincial and federal governments, and community agencies regarding issues related to Solid Waste programs, and performing other related duties, as required.

QUALIFICATIONS

Qualifications include a degree in environmental studies, geography, environmental planning, public administration or a related field plus 1 to 3 years prior job-related experience, or an equivalent combination of training and experience. Prior experience in local government is considered an asset.

POSITION DETAILS

This is a permanent full time Union position (35 hours per week). The (2020) rate of pay is \$33.40 to \$37.12 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.

A Criminal Record Check is required as a condition of employment with the Regional District of Nanaimo.

Solid Waste Special Projects Coordinator

Solid Waste Services

JOB SUMMARY

The Special Projects Coordinator contributes to the effective planning and operation of the Solid Waste Department through assisting in the monitoring of plans, and programs required to meet departmental goals and objectives. This position supports the department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

- Assists with the research, design and implementation of new zero waste programs identified in the Solid Waste Management Plan.
- Assist with regulatory and technical assessment of Waste Stream Management Licensing (WSML) Bylaw license applications in consultation with municipal and regional development services staff.
- Assist with monitoring of licensed facilities for compliance with license terms and conditions; informs licensees of non-compliance and enforcement and legal action as required.
- Assist with the delivery of approved zero waste programs identified in the Solid Waste Management Plan.
- Monitors and reports on backroad illegal dumping activity, investigates complaints, and coordinates with Bylaw Enforcement staff for enforcement; manages and coordinates contracted and non-profit clean-up of illegal dumping sites.
- Assists in the development and implementation of public education and communication materials to increase awareness of Zero Waste programs.
- Responds to public inquiries regarding the District's solid waste programs.
- Prepares requests for quotations, proposals and tenders, and recommends award through all stages; provides guidance and enforces compliance with the contract terms and conditions.
- Performs administrative duties related to purchasing, invoice approval and provides input into budget preparation and monitoring.
- Prepares reports and recommendations to the Supervisor 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.

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- Prior experience with the management of complex projects, budgeting, staff and consultants an asset.

Skills/Abilities

- Excellent interpersonal, written and verbal communication skill with an ability to maintain positive internal and external working relationships.
- Demonstrated ability to plan, organize, develop and implement projects, plans and programs in a systematic and timely manner.
- Working knowledge of word processing and spreadsheet computer applications is preferred.
- 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.
- 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.
- Possession of a valid Class 5 Drivers License.
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