



# Job Description Operations Manager

## **Valley Waste-Resource Management**

P.O. Box 895, Kentville NS, B4N 4H8, Phone: (902) 679-1325 Fax: (902) 679-1327  
 The Municipality of the County of Kings and the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville: Partners in Waste Reduction

<b>Position Title:</b>	<b>Operations Manager</b>
<b>Classification:</b>	Full Time
<b>Probationary Period:</b>	6 Months
<b>Salary/Wage Range:</b>	See current salary scales
<b>Reporting to:</b>	General Manager
<b>OHS Responsibilities:</b>	VWRM has established a goal of providing workplaces that are free of accidents, injuries, and occupational illness. Each employee has responsibility for this goal. Employees must work together to identify hazards and opportunities for improvement. Occupational health and safety attitudes and performance are important criteria in evaluating job performance, and in planning the annual programs and policies of the organization.

### Outcome(s) of the position

- To ensure that a safe and respectful workplace environment is maintained at all times
- To ensure that a fully-functioning and successful occupational health and safety system is in place in keeping with regulatory requirements
- To manage the assets of the Authority in an efficient manner in keeping with regulatory requirements to include the management centres, administration office, vehicles and equipment
- To successfully manage all contracts falling under the umbrella of services offered by the Authority as applicable to the Operations Manager position to include both short and long-term contracts
- To fully participate in the development of operating and capital budgets on an annual basis and to ensure their effective management once in place

### Overview of the Position

The Operations Manager is responsible for the efficient and effective day-to-day operations of the Valley Region Solid Waste-Resource Management Authority's physical plants, equipment and vehicles, contract administration, the application of the Occupational Health and Safety program and the creation of excellence and continuous improvement in all aspects of ongoing operations and customer services, within the policies and resources approved by the VWRM Board and General Manager. The Operations Manager works in collaboration with all other VWRM team

members allocating time to Duties 1,2,3,4, and 5 and the work plan shall be designed to ensure sufficient time is allocated to those tasks. Specifically, the Operations Manager duties include:

**1) Occupational Health and Safety:**

- Responsible for ensuring that an active and effective Occupational Health and Safety program is maintained for all employees in compliance with provincial and federal government requirements including but not limited to training in WHIMS, First Aid, TDG, and operation of the Household Hazardous Waste Facilities as required;
- Participates in internal and external audits and inspections to ensure constant oversight, and continuous improvement.

**2) Operation of Physical Plant, Equipment and Vehicles:**

- Ensures that the Eastern and Western Management Centers are staffed and operated to provide effective and efficient services to the public and commercial haulers consistent with the site Industrial Approvals, the Valley Region Solid Waste-Resource Management Bylaw and the Authority's operating policies and procedures.
- Ensures that sufficient qualified staff are in place to operate the Management Centers.
- Ensures that all Authority equipment and vehicles are properly maintained and operated.
- Ensures that all Authority buildings, owned and leased, are properly maintained as required.
- In addition, this role prepares an annual and long-term plan for development and maintenance of all physical assets to ensure effectiveness and efficiency.
- Ensures that all services offered are in keeping with the Industrial Approvals for operation.
- Prepares and submits all annual reports associated with the Industrial Approvals as issued by the NS Environment Department.
- Prepares and submits all applications for the renewal of Industrial Approvals as issued by the NS Environment Department.

**3) Contract Administration:**

- Responsible for all aspects of development of tenders and request for proposals documents for capital purchases related to operations and operational contracts for waste-resource collection, residual waste disposal, recyclables processing, organics processing, construction and demolition debris management, associated transportation, major equipment and vehicles, and building cleaning and any other contracts that may apply;
- Responsible to administer and manage on a daily basis the above operational contracts including being the Valley Region Solid Waste Resource Management Authority's primary contact with contracted parties;
- Responsible for the implementation and monitoring and revision of contracts to support operational and organizational and citizen efficiencies.

**4) General Administration:**

- Participates in senior management policy development and administration and advises the General Manager on these matters;

- In consultation with the General Manager prepares the annual budgets for the Management Centers and the major contracts including Residuals Disposal, Recyclables Processing, Construction and Demolition Debris Management, Organics Processing, and associated transportation; among others
- Administers the above budgets on a day-to-day basis.

**5) Communications and Reporting:**

- Ensures that the General Manager and other VWRM staff are informed of relevant issues relating to VWRM operations as they arise;
- Prepares and presents reports to the Valley Waste Resource Management Authority as required;
- Prepares Provincial and Regional Reports as required.
- Participates on Provincial and Regional Committees as required.

**Other Duties:**

- Other duties as assigned by the General Manager

**QUALIFICATIONS**

The ideal candidate for the Operations Manager position will possess the following qualifications:

- University Degree or technical training (2-year diploma) in a related field such as engineering, environmental science, natural resource management or planning is required or 10 years supervisory experience in similar enterprises such as municipal works, civil construction or waste management facilities.
- Extensive experience managing, implementing and administering Occupational Health and Safety programs in an industrial environment;
- Experience in purchasing in a municipal government setting including the development of tender and request for proposal documents;
- Experience writing and presenting operational reports;
- At least five years of experience administering large operational and capital budgets;
- Excellent and demonstrated people skills in terms of motivation, development and assessment;
- Comprehensive knowledge of and experience with modern municipal solid waste-resource management programs and systems;
- Comprehensive mechanical knowledge including building systems, heavy equipment repair, and fleet management;
- Familiarity with the Microsoft Office Suite of computer software applications;
- Strong communications, public relations and interpersonal skills;
- Holding and maintaining a valid driver's license and a clean driving record.

**LAST REVISED**

July 4, 2003

August 26, 2016

September 10, 2020