

Job Description

A) Identification Data

Job Title: Director of Operations

Immediate Supervisor: Chief Executive Officer

B) Job Summary

To manage the daily operations of Divert NS including Agreements with the Enviro-Depots, freight logistics, warehouse operations, quality control and inspection, equipment maintenance and enforcement of regulations and processing Agreements. To manage Divert NS' processing centre and field equipment for the used beverage container program. To manage the collection and processing service Agreements for the used tire program. To assist in the administration of other stewardship programs that Divert NS provides services for such as the Paint Stewardship Program. Responsible for a staff of approximately 12-15 and related budget.

C) Work Performed

- Ensures all established Enviro-Depots are operating within the standards/guidelines established by Divert NS. Meets with depots, as required, to address issues/concerns;
- Meet and maintain relationship with the Eastern Recyclers Association (ERA) executive committee to discuss and negotiate terms and agreements;
- Respond to public concerns on issues associated with the daily operations of Enviro-Depots;
- Assist in preparing tender documents for the procurement of materials/equipment required for operations at Divert NS in accordance with policies;
- Review and approve purchasing (P.O.s) as well as invoices from suppliers;
- Review and manage end market Agreements for recyclable materials to ensure competitive pricing;
- Monitor the performance of end market processors for the beverage and used tire programs to ensure all terms of the Agreements are satisfactorily met;
- Research, develop and implement innovative approaches to improve operations and increase efficiencies;
- Manage and oversee the safety program for the organization by chairing the Occupational Health and Safety Committee to ensure regulatory obligations are met;
- Monitor and update operational procedures and standards on an on-going basis;
- Responsible for the preparation of annual operating budget forecast for Business Plan including goals and targets for Operations;
- Prepare reports/presentations on operations activities for CEO and Board meetings as required;



- Manage the quality control program for the used beverage container program in cooperation with audit and accounting staff;
- Manages the collection of used tires at retail collection sites, trucking and processing contracts for the Nova Scotia used tire program.
- Participate in staff meetings and Board meetings as required;
- Participate in joint working groups and committees with partners as required;
- Lead other initiatives as assigned by the CEO.

D) **Performance Requirements**

1. **Knowledge, Abilities and Other Qualities**

- Relevant university degree or advanced diploma in engineering, engineering technologist;
- 7-10 years of experience in a senior management role in an operations environment;
- Effective communication, negotiation and problem-solving skills;
- Ability to see the big picture but plan and manage the details to keep on track;
- Works well with others within and outside office - a strong team player;
- Experience in managing budgets and evaluating proposals as they relate to operations;
- Experience in effectively managing and motivating a team of employees;
- Understanding of both provincial and municipal government needs concerning the Solid-Waste Resource Management Strategy and Divert NS' role;
- High level of initiative, intuition and ability to manage effectively in a crisis;
- Ability to work independently but recognizes when to ask for guidance;
- Familiar with the management of property leases, licence agreements and service contracts;
- Ability to work flexible and/or extended hours on short notice;
- Knowledge in logistics and good business practices;
- Knowledgeable in building and equipment maintenance;
- Willingness to travel throughout province in performance of duties;
- Proficient with Microsoft Office Suite (i.e. Word, Excel, PowerPoint, Access) and other IT equipment;

2. **Recommendations and Decisions**

Makes recommendations to CEO and Board of Directors on selection of service providers, capital and operating purchases, staff selection, contract awards and cost control.

3. **Responsibility for Supervision**

Direct reports are the Operations & Procurement Specialist, Operations Supervisor, Warehouse Manager, Quality Control (QC) Supervisor and Maintenance Supervisor. Responsible for another 10-12 staff at the Divert NS processing centre/warehouse that report to either the Warehouse Manager, QC Supervisor and/or maintenance Supervisor.





www.DivertNS.ca
info@divertns.ca
35 Commercial Street, Suite 400, Truro, Nova Scotia B2N 3H9 Canada
Phone: 902.895.7732 Fax: 902.897.3256

4. **Communication**

Reports to Chief Executive Officer. Maintains close contact with Divert NS staff, Enviro-Depots, all service providers and other stakeholders.

Date:

Supervisor's Signature

