
E.W.M.C. Leader

DEFINITION

This work involves supervising the operational and/or facility maintenance activities of the Edmonton Waste Management Centre. Some positions monitor and supervise the weigh scale and materials handling operations, others oversee the working activities of the landfill attendants, while others are responsible for the landscape development and maintenance of the facility. Facility operations are regulated by Alberta Environment, Occupational Health and Safety regulations, Operations permits, City and departmental guidelines (cash handling, safety procedures, etc.), Bylaws concerning waste disposal and policy and procedure manuals.

Leaders maintain an ongoing awareness of seasonal demands, special programs, etc. and provide planning of staffing resources, scheduling, training, etc. to meet these needs. Unusual or emergent situations are referred to the E.W.M.C. operations managers.

Employees in this class are responsible for the selection, training and performance evaluation of scale operators, landfill attendants, and site equipment operators and labourers. Leaders deal with staff performance management, attendance management, disciplinary and safety issues, injury accidents, overtime authorization, vacation and leave approvals, timesheet approvals and related administrative matters. Foremen ensure that appropriate licensing, safety training and certification and Occupational Health and Safety procedures are followed.

TYPICAL DUTIES*

Supervises the operation of the scale house and employees involved in cash handling, receiving and assessing materials for disposal into landfill, completion of records and operation of computer systems software and dealing with unusual or emergent situations.

Ensures that procedures for scale operations, cash/debit/credit handling, security, vehicle processing, materials rejection, etc. comply with established procedures and provides staff training and instruction as required.

Receives incoming complaints and issues from landfill users and provides required direction and support on a timely basis. Makes decisions concerning the acceptability and handling of incoming materials.

Responds to incoming emergency requests such as roadway accidents within the facility, chemical spills, etc. and ensures that spill handling is conducted in accordance with approved procedures.

Oversees the activities of landfill attendants, provides direction as required, and responds to customer concerns and complaints as required.

Monitors the ongoing condition of the E.M.W.C. site to determine landscape maintenance requirements, schedules and assigns staff to specific projects and tasks to achieve work objectives.

Participates and supervises activities such as grass mowing, weed control (application of herbicides), insect control, tree/bush maintenance, flower bed planting and maintenance, grass seeding, major landscaping projects, etc. through the use of a variety of equipment including tractors with mower attachments, pesticide/herbicide sprayers, trucks and loaders, backpack sprayers, chainsaws, trimmers, etc.

Assists with interviewing applicants for scale, grounds maintenance, equipment operations and labouring work, selects new employees, arranges for training and orientation of successful applicants and evaluates the suitability of individuals during probationary service.

Evaluates staff performance on an ongoing basis and determines the need for equipment and handling training, re-assignment, safety training, discipline, attendance management and related procedures.

Monitors the operational condition and efficiency of the materials handling and landscape maintenance equipment, schedules and arranges for maintenance and repair activity, and responds to unusual equipment malfunction and service problems.

Conducts staff safety discussions, tailgate talks, occupational health training, etc. and maintains an awareness of ongoing issues related to health and safety.

Initiates staff disciplinary procedures (counselling, oral and written warnings, etc.) in areas of performance, attendance, safety and equipment handling violations, etc. prepares required documentation as required and refers chronic or severe disciplinary matters to the supervisor.

Provides coverage for other site foremen as required.

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 waste disposal and storage program.

Knowledge of the applicable regulations associated with the use and disposal of chemicals such as herbicides and pesticides, dangerous goods handling, and associated environmental protection procedures.

Ability to effectively supervise the daily ongoing activities of a 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 problem resolution.

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 scale house operation software and office automation support systems.

Skilled in the operation of materials handling vehicles and associated equipment, the use and demonstration of proper lifting techniques and safety procedures.

TRAINING AND EXPERIENCE REQUIREMENTSJob Level

Grade 12 supplemented by training including Level I and Leading People for Results. A minimum of 3 years of experience in landfill operations and maintenance environment including operation of all vehicles and associated equipment is required.

Valid Alberta Class 3Q Drivers License, City Driving Permit, First Aid Certificate. Pesticide applicators' license where applicable.

** 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.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	1905			
Last Updated:	2008/03			
Previous Updates:				
Originated:	2005-02			