

## Recycle Depot Leader

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### **DEFINITION**

This class supervises activities associated with the operation of public-use recycle depots throughout the City. Recycle depots gather specified materials for subsequent transportation to handling facilities for processing. In addition to the ongoing recycle depot program, positions in this class participate in special recycling and hazardous materials roundups programs (operating on designated times) and provides recycle collection services during special events, festivals, etc. Incumbents arrange for scheduled and special pick-ups and delivery of materials to facilities and markets.

Recycle Depot Leaders monitor the ongoing progress of operations and provide field level operations supervision and problem resolution functions when required. Site safety and cleanliness is monitored on a continual basis as well as bin and handling equipment condition. Unusual or emergent situations are directed to Leaders for field level decisions, timely problem resolution and dealing with members of the public to resolve issues.

Employees in this class are involved in assisting with studies concerning waste reduction initiatives, researching markets for recycle materials, and providing public education on recycle programs in place.

Recycle Depot Leaders are involved in the hiring and training of recycling staff and volunteers.

### **TYPICAL DUTIES\***

Provides day to day supervision of neighbourhood recycle collection and disposal facilities.

Trains, orients and mentors permanent and seasonal staff on proper use of material handling equipment.

Makes operational decisions to meet service objectives, responds to unusual situations related to weather conditions, equipment breakdowns, staff injuries and other unforeseen situations.

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.

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

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.

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 3 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	1904			

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