



REGIONAL DISTRICT OF MOUNT WADDINGTON
7-MILE ON-SITE SUPERVISOR

POSITION SUMMARY

The **7-Mile On-Site Supervisor** is responsible for the day to day operations of the recycling and salvage operation, and other duties associated with the landfill and the public tipping area.

AUTHORITY Supervises the Salvage and Recycling Labourers

REPORTING RELATIONSHIP Reports to the Operations Manager

DUTIES AND RESPONSIBILITIES

1. Organize and maintain the recycling collection system at the 7-Mile facility.
2. Source markets for recycled materials and arrange for transportation to market.
3. Supervise and maintain Product Care and other product stewardship collection systems.
4. Direct and control vehicle traffic and site visitors, when necessary.
5. Monitor all inbound materials and divert recyclable materials.
6. Monitor inbound materials, divert prohibited materials, and report cardboard contamination to scale office.
7. Monitor and maintain all electric fences and report on wildlife activities.
8. Monitor and record leachate discharge levels and precipitation data daily.
9. Keep grounds, fence lines, ditches and signs clean and clear of brush.
10. Maintain the baler, the forklift, the salvage truck and other equipment.
11. Monitor and coordinate with the landfill contractor on behalf of the RDMW, as necessary.
12. Ensure that all work practices adhere to standards set by WCB and other agencies.
13. Perform related duties as required or assigned.

REQUIRED QUALIFICATIONS

1. Good level of physical fitness, agility and the ability to lift heavy objects safely.
2. Ability to operate a chainsaw and other power tools in a safe manner.
3. Ability to maintain cordial relationships with the public and staff members, including supervision
4. Ability to meet specified deadlines and to work under minimal supervision.
5. Ability to compose reports and work with computer spreadsheets.
6. WCB Level 1 First Aid.
7. Valid BC Driver's License (minimum Class 5).
8. Must be bondable.
9. Forklift operation certification.
10. Transportation of dangerous goods certification.

CRITERIA FOR ADVANCEMENT TO SENIOR LEVEL

Level One : Qualifications as listed above

Level Two: Eligible after two years upon demonstrating proficiency in all the duties listed above.

SWANA Certification as a Landfill Technical Associate *or equivalent experience*.

Completion of Supervisory Training Courses.