



Lacombe Regional Waste Services Commission

## Facility Manager/Safety Supervisor

### Job Description

<b>Department</b>	Lacombe Regional Waste Services Commission
<b>Reports To</b>	Commission Manager
<b>Job Description Approval Date</b>	March 24, 2023

#### POSITION SUMMARY

The Facility Manager/Safety Supervisor position is responsible for overseeing the maintenance programs and operational functions of the Lacombe Regional Waste Services Commission (LRWSC) 5 Transfer Stations including the Prentiss Landfill site.

Reporting to the Commission Manager, the Facility Manager/Safety Supervisor position is a technical, working position with management/supervisory duties.

#### KEY DUTIES AND RESPONSIBILITIES:

1. Responsible for the day-to-day management of employees, sites and equipment:
  - Leading and providing ongoing mentorship to the employees;
  - Promoting a work environment that encourages teamwork;
  - Ensuring compliance and training of staff pertaining to applicable LRWSC regulations, LRWSC safety manual and provincial/federal legislation, i.e. WHMIS, Occupational Health and Safety, standards and practices, WCB etc.
  - Planning, scheduling, and assigning work daily to staff. Providing daily direction of tasks, preventative maintenance duties, and coordinating equipment repairs.
  - Ensuring equipment and trucks are properly maintained and kept in good working condition.
  - In consultation with the Commission Manager, performing the recruitment, training (including conducting new staff orientations), and performance management (including discipline) of staff.
  - Ensuring all Commission property and equipment is used as intended and kept in safe and good condition.
2. Review, develop and maintain the health and safety program for LRWSC including the health and safety manual, procedures and practices.
  - Ensure staff compliance with LRWSC safety manual, procedures and practices, OH&S and all other applicable legislation.

- Keep up to date on best safety practices; recommend changes or improvements as necessary.
  - Ensure all safety standards are adhered to and all equipment is maintained and cared for properly.
  - Complete work site hazard assessments and incident investigations.
  - Organize regular safety meetings.
3. Operate LRWSC equipment (skid steer, track loader, tri-drive trucks, and excavator) on a regular basis, especially during peak times and during the absence of staff (vacation, sick, leave of absence, etc.).
  4. Assist the Commission Manager with operational repairs/planning for all sites.
  5. Complete regular site inspections to ensure all sites are organized and clean.
  6. Fill in for staff vacations and sick time at all transfer sites.
  7. Assist, direct and educate customers in proper waste disposal methods, areas and practices.
  8. Manage the seasonal burn permits for all sites.
  9. Perform routine morning checks of the Prentiss site.
  10. Report any sign of mischief immediately to the Commission Manager.
  11. Conduct visual inspections of loads as needed to prevent disposal of prohibited materials.
  12. During peak times, along with the Scale House Operator, operate the scales to properly weigh vehicles.
  13. Direct staff to keep site and surrounding properties in a clean and tidy condition.
  14. Respond to after hour alarm calls and provide direction to deal with theft/break ins.
  15. Assume Commission Manager duties (if necessary) while Commission Manager is absent.

#### **GENERAL DUTIES AND RESPONSIBILITIES:**

1. In accordance with the Lacombe Regional Waste Services Commission (LRWSC) Safety Management System, perform responsibilities and operate equipment in a safe and effective manner in order to minimize the risk of injury, property damage, environmental damage, or loss of life.
2. Maintain a good knowledge of the Commission's operations and provide assistance as required.

3. Maintain the confidentiality of all records in the office and only release information in accordance with LRWSC policy and applicable legislation.
4. Maintain effective public relations with ratepayers and general public and present a positive LRWSC image.
5. With the approval of the Commission Manager, or designate, and at the expense of LRWSC, attend seminars, workshops and courses with the objective of improving knowledge and skills related to performing assigned job duties.
6. Participate in workplace safety initiatives and meetings as required. Report to work on time and fit for duty.
7. Perform such other duties and responsibilities as may be assigned from time to time by the Commission Manager or designate.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Must work cooperatively with others which includes maintaining effective public relations with LRWSC staff, residents and the general public while presenting a positive LRWSC image.
2. Excellent interpersonal, project/time management, oral and written communication skills.
3. Demonstrated ability of operating a variety of equipment (i.e. skid steer, track loader, tri-drive trucks, and excavator) in a safe and efficient manner.
4. Possess a strong mechanical aptitude to perform light maintenance and servicing of the equipment.
5. Demonstrated effective supervisor/leadership skills: able to influence and engage direct reports.
6. Demonstrated knowledge of Health and Safety organizational methods and legislation.
7. Ability to perform basic mathematics in determining the proper amount to charge for waste disposal.
8. Ability to read and accurately record scale readings, process cash transactions, make change concerning collection of moneys and balance the cash receipt daily. Ability to operate a debit machine.
9. Demonstrated proficiency with, or ability to learn, Microsoft Office products including Word and Excel.

10. Possess and maintain a valid Class 3 (minimum) driver's license.
11. Able to perform physical work involving bending, lifting and moving of light and heavy objects (up to approximately 75lbs.).
12. It is preferred for the incumbent to have a keen interest in the Waste Industry.

**WORK ENVIRONMENT AND PHYSICAL CHARACTERISTICS:**

This position works in the Scale House and in the field at all Transfer Sites. This position is responsible for the front-line supervision of staff, and also works alongside staff training or covering off the various positions.

There is regular exposure to unpleasant odors from waste material, vehicle exhaust and noise from vehicles and weigh scales in this position.

The position regularly uses a computer, telephone, and other office equipment as needed to perform duties. This position also involves operating the various types of LRWSC equipment (i.e. skid steer, track loader, tri-drive trucks and excavator) on a consistent basis. The nature of this job includes frequent interruptions throughout the workday.

This position involves sedentary times when the employee is required to sit, talk, hear, and use hands and fingers in a repetitive motion to operate office equipment. The employee must have close visual acuity to view the computer monitor and perform reading of various types of documents. This position also involves walking or standing for brief periods of time and occasionally exerting up to 75lbs. of force to lift, carry, push, pull or otherwise move objects.

At times, this position involves dealing with difficult, dissatisfied and upset customers; refer to Commission Manager, or designate, for resolution, as required.

This position is required to wear safety boots at all times.

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Commission Manager Approval

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Date