



**Supervisor of Environmental Services
Full Time Permanent
Job Posting #: 2022-63**

The City of Owen Sound is seeking a motivated professional for the Supervisor of Environmental Services position who will be responsible for overseeing and administering contracts related to the provision of solid waste collection and disposal services and public transit, both delivered by private sector contractors. The position provides oversight of landfill (closed) site management, monitoring and environmental compliance. The position provides leadership in the delivery of solid waste management planning, programmes and initiatives by keeping the municipality current in its delivery of solid waste services. This includes the coordination of the Household Hazardous Waste programme and supervision of City part-time staff providing this service. This individual supervises full-time and part-time City staff at the Transit Terminal. The position also oversees City facilities energy usage monitoring and submits reporting to Provincial ministries. The position ensures that these services are delivered in accordance with the respective contract documents, municipal, provincial and federal legislation and regulations.



Owen Sound is a diverse and culturally rich community located on the southern shores of Georgian Bay in Southern Ontario, approximately two hours north of Toronto, and on the doorstep of the Bruce Peninsula. Owen Sound is the largest urban community in Grey and Bruce counties characterized by a magnificent harbour and bay, two winding rivers, tree-lined streets, an extensive parks system, and tree-covered hillsides and ravines. The City of Owen Sound municipal offices are located in the City's historic downtown core. Urban convenience is reconciled with balanced lifestyle in this welcoming, vibrant and growing community. Enjoy visits to galleries, library, theatres, museums, festivals, local shopping and dining right outside the doors of City Hall.



The successful candidate will have diploma from a College of Applied Arts and Technology or a university degree or a combination of a college diploma, certification/upgrading and related work experience. A minimum of five years' experience in the delivery of contracted services within a public works environment with at least three years at a supervisory level.

Skills / Competencies Required:

- Knowledge and experience in the delivery of municipal solid waste services.
- Knowledge and experience in the delivery of public transit services in a municipal environment.
- Knowledge and experience in environmental regulations and site remediation.
- Strong leadership, report-writing, communication, problem solving, financial/budgeting capability, administrative, organizational and time management skills.
- Possesses computer-operating skills for word processing, spreadsheet functions, email, and internet search.
- Ability to plan, schedule and review work of others in a manner conducive to proficient performance and high morale.
- Excellent public relations and interpersonal skills to clarify facts, give information, respond to complaints, and supervise subordinates.
- Politically astute, committed to customer service excellence, with a firm knowledge of best practices in the municipal field.
- Experience in the supervision of staff and the administration of employment policies.
- Must possess a valid G driver's licence, a clean driving record and have access to a reliable vehicle.
- A criminal record check is required.

Please note the City is currently undergoing a Corporate-Wide Service Level Review, therefore potential reporting alignment or the duties and accountabilities are subject to modification.

The annual salary range for this position is \$62,597-\$76,336 and the City offers a comprehensive employer paid Extended Health & Dental program and OMERS pension. The City has a remote and flexible work policy. The full job description can be found below. We invite applicants to forward their resume and cover letter by Friday, January 6, 2023 at 4:30pm to:

Human Resources Manager
City of Owen Sound
E-mail: hrjobposting@owensound.ca

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We encourage applications from qualified members of the four designated groups. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of

qualified applicants under the *Human Rights Code* and the *Accessibility for Ontarians Disabilities Act*, in all aspects of the hiring process, upon request. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will only be used for candidate selection.



JOB DESCRIPTION

Department: Public Works and Engineering

Division: Engineering Services

Job Title: Supervisor of Environmental Services

Union: N/A

Direct Supervisor: Manager of Engineering Services

Revision Date: December 2022

Position Summary and Scope:

Reporting to the Manager of Engineering Services, the Supervisor of Environmental Services is responsible for overseeing and administering contracts related to the provision of solid waste collection and disposal services and public transit, both delivered by private sector contractors. The position provides oversight of landfill (closed) site management, monitoring and environmental compliance. The position provides leadership in the delivery of solid waste management planning, programmes and initiatives by keeping the municipality current in its delivery of solid waste services. This includes the coordination of the Household Hazardous Waste programme and supervision of City part-time staff providing this service. This individual supervises full-time and part-time City staff at the Transit Terminal. The position also oversees City facilities energy usage monitoring and submits reporting to Provincial ministries. The position ensures that these services are delivered in accordance with the respective contract documents, municipal, provincial and federal legislation and regulations.

Duties and Accountabilities:

General Administration

Responsible for the overall administration and management of the related contracts for services.

Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity and teamwork.

Develops and encourages attitudes and behaviors recognized as good public relations for all divisional and contract staff.

Ensures that all activities are carried out in accordance with applicable policies, by laws and provincial and federal legislation.

Ensures appropriate health and safety policies and practices are in place and that all activities within the division's mandate are carried out in accordance with the policies and applicable legislation.

Participates in and provides recommendations for the hiring, evaluation, promotion, discipline and when necessary termination of supervised employees in accordance with City policies and procedures, union agreements and applicable legislation.

Ensures supervised staff receives appropriate training and professional development in their respective areas appropriate and in accordance with approved budget appropriations.

In conjunction with the Purchasing Division, prepares RFPs, RFQ's and tender documents for the procurement of goods and services required to achieve the Department's overall mandate. Assists with the drafting of service agreements and work contracts.

Administers contracts ensuring effective delivery of service in accordance with contract documents, City policies and relevant legislation.

Oversees the delivery of services to ensure that they are delivered efficiently, to an appropriate standard, to the appropriate level, in accordance with applicable policies and legislation and within established budgetary limitations.

As a member of the Public Works and Engineering Department's management team, provides input from an operations perspective to current issues.

Participates in the review process of all infrastructure related projects and new developments as they relate to modifications or expansion of existing systems with respect to issues within the Department's mandate.

Prepares reports or presentations for the approval of the Manager, Director and Committee and adoption by Council as requested.

Prepares, oversees and/or submits reports to organizations and /or government ministries in support of technical compliance, grant eligibility, environmental compliance, transit and City facilities energy usage, etc.

Represents the Division or Department at Committee meetings as required. Provides monthly activity reports and make recommendations on matters within the Department's mandate.

Represents the City at meetings of local organizations, stakeholder groups etc. where specific knowledge may be of assistance.

Performs other related duties as assigned.

Programs and Services

Plans, organizes and implements strategies and programs for the effective delivery of the services within the established mandate.

Monitors activities of contractors to ensure timely delivery of the services in accordance with contract documents, specifications, City policies, and other applicable standards or legislation.

Orders materials, supplies and equipment required for the Division's activities. Ensures that the purchased goods and services meet or exceed technical standards, specifications and satisfy contractual obligations.

Works closely and cooperatively with contractors, other City departments, agencies, provincial and federal ministries and organizations as needed to achieve the Department's goals and objectives.

Assists other City Departments or Divisions when possible to aid them in achieving their overall goals and objectives.

Promptly investigates service requests, complaints, problem situations and emergency conditions. Direct the response to these situations on a prioritized basis and ensure appropriate follow-up to close out the issue.

Be familiar with the City's emergency plan and role within the plan. Act as an alternate to the Manager of Engineering Services' role under the City's Emergency Management Plan. Participates in emergency preparedness training as required.

In conjunction with the City's communications manager, develops and implements publicity strategies to inform the public of the Division's services and current activities.

Supervisory

Provides supervision, monitoring, mentoring and guidance to full-time and part-time City staff providing Household Hazardous Waste service at the Public Works Facility and Transit Terminal.

See also Duties and Accountabilities section.

Financial

Prepares and submits operating and capital budgets and annual work plans for all activities within the position's mandate for approval by the Manager, Director and Council.

Prepares estimates of the time and material necessary to complete tasks.

Monitors expenditures to ensure compliance with the approved budget.

Undertakes special reviews analyses as required.

Reviews and recommends for payment of invoices relating to the purchase of goods and services under the position's jurisdiction. Ensures that invoices are charged to the appropriate accounts.

Implements, monitors and controls operational and capital budgets and work plans.

Investigates and assists with the preparation of applications to provincial and federal funding programs for projects.

Policy Development

Develops policies based on best practices to guide the delivery of services to the public. Seek approval from the Manager, Director and Council for proposed policies.

Employee Health & Safety Responsibilities:

Supervises all work to ensure Health and Safety procedures and practices are integrated into the work; instructs and enforces all safe work procedures and ensures workers utilize proper personal protective equipment as appropriate.

Conducts regular inspections for hazards

Leads by example performing work in a safe manner in accordance with all COS policies and the Occupational Health and Safety Act.

Responsible for initiating incident and accident reports for notification to Human Resources

for WSIB purposes and for performing monthly workplace safety inspections as well as resolving issues and implementing recommendations initiated through the Joint Occupational Health and Safety Committee.

Responds to all accident, hazard and inspection reports within 21 days, taking corrective action where hazards exist.

For a detailed list of Manager/Supervisor responsibilities see the Occupational Health and Safety Act Part III Section 27.

Educational Requirements:

Diploma from a College of Applied Arts and Technology or a University Degree or a Combination of a College Diploma, certification/upgrading and related work experience

Details – Specialty, major etc.:

College diploma in civil engineering technology, environmental engineering technology, environment science or studies. A University degree in the above or a College Diploma combined with a Post Secondary Diploma or Academic Certification in business administration or related discipline with additional administration, technical or municipal certifications/courses

Skills and Competencies at the working level:

Minimum of five years' experience in the delivery of contracted services within a public works environment with at least three years at a supervisory level.

Knowledge and experience in the delivery of municipal solid waste services.

Knowledge and experience in the delivery of public transit services in a municipal environment.

Knowledge and experience in environmental regulations and site remediation.

Strong leadership, report-writing, communication, problem solving, financial/budgeting capability, administrative, organizational and time management skills.

Possesses computer-operating skills for word processing, spreadsheet functions, email, and internet search.

Ability to plan, schedule and review work of others in a manner conducive to proficient performance and high morale.

Excellent public relations and interpersonal skills to clarify facts, give information, respond to complaints, and supervise subordinates.

Politically astute, committed to customer service excellence, with a firm knowledge of best practices in the municipal field.

Experience in the supervision of staff and the administration of employment policies.

Experience in administration of Collective Agreements is an asset.

Must possess a valid G driver's licence, a clean driving record and have access to a reliable vehicle.

A criminal record check is required.

Experience at the working level:

Previous Work Related Experience (# of years or months):

A minimum of 5 years experience in the administration of public service contracts and/or public service delivery, preferably in a municipal public works environment.

Positional on-the-job training required (# of weeks or months):

One-year experience with the City in terms of the organizational structure, policies and practices and familiarity with community and City Council expectations.

Working Relationships:

Under the direction of the Manager of Engineering Services and providing support to the Director of Public Works and Engineering, is a member of the Public Works and Engineering Department management team providing a divisional perspective to the overall direction of the Department. Interacts with departmental staff, contractors and provincial and federal representatives to achieve overall divisional goals and objectives. Supports other City departments as required to achieve their mandate.

Supervisor/Management:

Character of Supervision: (Type of supervision)

Direct supervision of front line staff.

Oversight and administration of the delivery of services by contract resources.

Scope of Supervision:

Supervises up to 15 staff.

Independence of Decision Making:

Has established policies & procedures: Yes

Supervisor or lead hand usually available: Yes

Problem solves within clear guidance and/or past practice: Yes

Physical Demands: Length of time/repetitions/weight in average working day.

Computer Use: Six to seven hours

Walking: Less than one hour

Standing: Less than one hour

Sitting: Five to six hours

Lifting: Up to 18 kg

Ladder Climbing: Occasional step ladder use

Exposure: Normal office environment, occasionally outside or in a shop/garage

Working Conditions:

Hours of work: 35 hours per week

Shift length: 7 hours per day

Shift Schedule: Monday - Friday

Additional Comments:

This non-union position generally operates on a Monday to Friday schedule with some after hour and weekend availability requirements for attendance at Committee and Council meetings as well as for the Household Hazardous Waste program and program service delivery emergencies and other contingencies.

Consequence of Errors:

Errors could result in financial loss and public embarrassment to the Corporation.