

Lunenburg Regional Municipal Joint Services Board

EMPLOYMENT OPPORTUNITY – *Site Manager, Waste Management Shared Service.*

About us



The Municipal Joint Services Board - Lunenburg Region (MJSB), was formed in 2013 through a cost sharing agreement. Located in the heart of Nova Scotia's south shore, MJSB's purpose is to improve services for the residents of the Municipality of the District of Lunenburg and the Towns of Bridgewater and Mahone Bay. MJSB's shared services currently include waste, information technology, and human resources.



The Waste Management Shared Service operates a 250-acre transfer station in Whycott's Settlement atop a capped landfill site. A staff of 15 positions work together to provide services including transfer of landfill, recyclables, construction, and demolition waste, as well as organics processing, septic waste treatment, education and outreach, depots for household hazardous waste and electronics, and administration of curbside collection for the partner municipalities.

We are committed to offering equal employment opportunities based on qualifications and performance, and free from discrimination because of age, race or ethnic origin, religion, sex, sexual orientation, disability, family status, gender identity, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code. We strive to make our recruitment and selection processes as accessible as possible and provide candidates with accommodations as required. If you require any accommodations at any point during the hiring process, please contact [Human Resources](#).

About the role



As a member of the leadership team reporting to the Director of Waste Management Shared Services (WMSS), the Site Manager is accountable for all aspects of the transfer station, including capped landfill, recyclables, paper, cardboard, construction and demolition waste, environmental, septage, electronics and household hazardous waste (HHW).

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The Site Manager plans, manages and oversees the waste operations and staff, including ensuring the effectiveness of all waste streams. This position is responsible for liaison with provincial parties and partner municipalities to ensure adherence to all aspect of the required solid waste permits, Regulations, and By-Laws. They are also responsible to oversee site maintenance, including equipment and facilities.

Key qualifications:

Required:

- Management/supervisory courses from accredited providers and/or experience in managing/supervising employees in a waste management setting
- Demonstrated experience managing staff, equipment, material and contractor resources to ensure efficient and safe operation of facilities.
- A combination of education and experience may also be considered.
- In-depth knowledge of waste management practices and trends and applicable waste resources and technology.
- Demonstrated excellent leadership and interpersonal skills.
- Valid Class 5 driver's license

The following are not required but would be an asset:

- In-depth knowledge of relevant provisions of applicable federal and provincial legislation such as the CCME, Provincial Solid Waste Regulations, FOIPOP, Occupational Health and Safety Act, Workers' Compensation Act.
- Sound knowledge of effective management of waste diversion and policies.
- Sound knowledge of key financial indicators, including performance management, recruitment, hiring, personnel administration, training, and staff mentoring and support

Compensation and other details

- Regular hours are Monday to Friday 8:00 am to 4:30 pm (40 hours per week)
- Additional hours will be required periodically depending upon work demands, including Saturdays & Holidays.
- May need to periodically attend meetings outside of regular work hours.
- On-site, office, warehouse as well as periodically visiting other locations off-site
- After-hours calls as required
- Position works at the waste disposal site, 908 Mullock Road, Whynott's Settlement, NS
- Salary: Group \$70,383 - \$96,777, to commensurate with qualifications and experience

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- Anticipated start date – January 2024
- Visit www.communityrecycling.ca to view the full job description.

How to apply

- Deadline to apply is **December 13, 2023 at 12 noon.**
- Please send your cover letter and resume, in confidence to:

Ashley Chase, Human Resources Officer
Employment@mjsb.ca

Please quote competition # MJSB_SITEMGR_2023

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