



Municipality of Dysart et al

POSITION DESCRIPTION

POSITION:	Environmental Manager	
REPORTS TO:	Director of Public Works	
DATE:	February 2025	
POSITIONS SUPERVISED: Landfill Attendants (5 year-round permanent, 4 year-round part-time, 3 seasonal part-time)		

PART I - DESCRIPTION OF JOB REQUIREMENTS

General Accountabilities

The Environmental Manager will exercise initiative, good judgement and maintain confidentiality while performing duties efficiently with a high degree of accuracy. The Environmental Manager will have expertise in environmental management and be able to provide sound recommendations for the municipality regarding programs, initiatives, best practices and policy in areas including waste management, energy conservation and environmental education.

Accountabilities:

The following accountabilities are not listed in order of priority or limited to the following:

Waste Management

- Stay current on existing and upcoming legislation as it relates to environmental issues within our operational areas and make recommendations that outline ramifications to the municipality
- Research, develop, recommend and implement waste reduction and diversion programs
- Coordinate various waste diversion programs (i.e. Blue Box, electronics, hazardous and special products, etc.)
- Manage contracts with haulers, processors, producer responsibility organizations for recycling, garbage, construction & demolition waste, scrap metal, electronics, tires, household hazardous waste, lighting, propane tanks, batteries, etc.
- Supervise waste composition studies, including liaising with consultants
- Manage pilot projects, including liaising with consultants, vendors and other stakeholders
- Assist in municipal waste disposal site reconfigurations/redesigns
- Oversee research projects including U-Links
- Maintain Hazardous Waste registration with RPRA
- Sign manifests for Household Hazardous Waste Days
- Coordinate Potable Water Program for eligible properties
- Supervise waste management practices at special events on municipal property

- Track and summarize activities within waste disposal sites
- Complete all annual reporting as required for waste and recycling streams
- Prepare and submit waste management reports
- Coordinate three Household Hazardous Waste Days each summer
- Attend New To You Community Yard Sale in partnership with Dysart's Recreation Department in July
- Coordinate Great Haliburton Clothing Swap in partnership with Fleming College Haliburton School of Art + Design in October

Environmental Compliance and Monitoring

- Ensure conditions outlined in all Environmental Compliance Approvals (exclusive of wastewater treatment plant) are met to the satisfaction of the Ministry of Environment, Conservation & Parks
- Liaise with provincial personnel and environmental consultants to ensure compliance with all provincial policies and legislation
- Attend all Dysart landfills regularly to ensure compliance and to undertake training, communications, etc. with staff
- Review quarterly and annual monitoring reports to Ministry of Environment, Conservation & Parks

Health and Safety

- Develop and maintain health and safety and other general policies and procedures specific to landfill operations
- Ensure Dysart staff and contracted staff are provided with adequate health and safety training
- Implement and manage security cameras at waste disposal sites as warranted
- Participate in the municipality's joint health and safety committee

Site Operations

- Arrange for pickup and replacement of recycling, garbage, construction & demolition waste, scrap metal, electronics, tires, propane tanks, batteries, lighting etc.
- Oversee daily maintenance activities as required with in-house staff, Roads Department, and contracted services (roadway grading, snowplowing, etc.)
- Arrange for site servicing (port-a-potty pump-outs, propane heating servicing and refills, etc.)
- Deliver materials and supplies to sites as needed
- Implement and manage internal digital reporting
- Manage key control system

Human Resources

- Hire and train new Landfill Attendants
- Supervise five full time and seven part time Landfill Attendants
- Schedule staff as needed including arranging vacation coverage
- Conduct performance reviews of all direct reports
- Identify appropriate training for front line landfill staff
- Update and maintain Landfill Attendant training manual
- Supervise co-op student placements

Financial Management

- Monitor and provide input to Director of Public Works on environmental budget including staffing, environmental compliance and education

- Review waste disposal fees
- Prepare draft funding applications as directed
- Assist Director of Public Works with preparation of tenders and proposals related to environment as required.
- Develop, issue and award requests for tender, requests for proposals, etc.
- Order supplies and materials in accordance with procurement policy.
- Coordinate purchase of properties for establishment of Contaminant Attenuation Zones (CAZ) or to accommodate Fill Beyond Allowable Area, including liaising with property owners, realtors, lawyers
- Coordinate purchase of water rights of properties near Haliburton Landfill
- Implement and maintain electronic payment systems at municipal waste disposal sites
- Prepare bills of lading and/or cost estimates for designated materials, and coordinate invoicing with Finance department Review pre-approved credit accounts
- Handle cash

Promotion and Education, and Customer Service

- Promote waste diversion using social media, print and radio advertising, media relations (media releases, public service announcements), etc.
- Develop opportunities for promotion and education with schools, road/lake associations, special events, etc.
- Participate in or coordinate collaborative promotion and education campaigns with other lower-tier municipalities and other stakeholders
- Develop print materials including flyers
- Develop waste disposal site signage
- Respond to customer inquiries and escalations
- Serve as media spokesperson for municipal waste management issues

Council Relations

- Prepare and present reports to Council
- Attend municipal committees as required to provide staff input and advice on issues of environmental concern

Networks

- Liaise with County of Haliburton lower-tier municipal staff counterparts to enhance partnerships and collaborative opportunities
- Participate in Service Delivery Review/Waste Intermunicipal Committee
- Liaise with industry associations and stakeholders such as Municipal Waste Association, Ontario Food Collaborative, Resource Recovery and Productivity Authority, Ministry of Environment, Conservation and Parks, etc.

PART II – The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job.

Technical Skills/Education:

- The incumbent will have a post-secondary education that supports the role of Environmental Manager
- The incumbent must have a thorough knowledge of Microsoft Office Software
- The incumbent must possess strong communication and inter-personal skills as he/she may deal with a wide variety of individuals and groups on contentious issues.

- Must be able and willing to engage the public through newspaper, radio, social media platforms such as Facebook, X/Twitter, Instagram, etc.
- The incumbent must have the ability to convey information accurately and consistently, both written and verbally.
- A willingness to take recommended employer sponsored courses to maintain and upgrade skills
- Comfortable public speaking at schools, landfills, lake associations, business groups etc.
- Be flexible and responsive to change
- Possess excellent problem-solving skills
- Is self-motivated to take initiative

Experience/Training:

- A minimum of five (5) years' experience in a similar role, preferably in a Municipal setting
- Knowledge of waste management and diversion and related legislation
- Knowledge of Health and Safety legislation is required
- Previous experience researching & drafting policy is an asset
- Valid Ontario 'G' driver's license with acceptable driving record

Working Conditions:

- Normal office working conditions apply, 40 hour work week. Monday to Friday – 8:00 a.m. to 4:30 p.m. with a 1/2 hour unpaid lunch period
- Occasional evenings and weekends required to attending meetings or other events
- Office environment and regular site visits to various municipal sites
- Indoors and Outdoors in all weather conditions