



POSITION PROFILE – Waste Management Coordinator **Term Contract to March 31, 2020 with possibility of extension contingent on approval of funding**

Supervisor: Advisory Services Manager
Hours of work: Minimum 35 hours per week, Monday to Friday between 8:30 a.m. and 4:30 p.m.
Salary: To be determined based on qualifications

Summary of Position:

The **Waste Management Coordinator** will:

- Provide advisory services including technical, scientific and policy support to our member First Nations, in the following key areas:
 - Solid waste management
 - Solid waste diversion including household hazardous waste
 - Landfill and Transfer Station Operations & Maintenance
 - Environmental legislation and regulations

Probationary Period: Six (6) Months

Preferred Qualifications:

1. Post-Secondary degree in environmental science, engineering or planning; and experience as an Environmental Technologist or Scientist.
2. Experience in the Environmental/Engineering consulting field (writing/evaluating reports, environmental audits, providing technical advisory services).
3. Must have an excellent understanding of environmental issues related to solid waste management, waste diversion, hazardous wastes, environmental management systems, and environmental audits.
4. Must have good project management skills.
5. Must be self-motivated with good communication skills.
6. Three (3) work related references will be required including the current/most recent employer.
7. Must have experience working with First Nation organizations, First Nation Government, First Nation communities and other levels of government. A keen appreciation of the Nokiiwin Tribal Council member First Nation cultures and community aspirations is required.
8. Must have well-developed communication and staff/public relations experience; must be highly self-motivated and able to work well independently or as a team member.
9. Must have excellent computer skills, proven experience with word processing, spreadsheet, database, presentation and publishing software preferably in a Microsoft Office Suite environment.
10. Demonstrated experience in planning and program development and implementation.
11. Must have valid Ontario Driver's License and access to reliable transportation.
12. Fluency in Anishinaabek, knowledge and appreciation of Anishinaabek culture and heritage are assets



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13. *For new employees only: Criminal Reference check as relevant to the position is required*

Main Duties:

- Assist with coordinating and facilitating training and workshops including Landfill and Transfer Stations Operations and Maintenance; Waste Diversion; Municipal Type Service Agreements (MTSAs); and others as directed
- Prepare and produce environmental technical reviews and site visit summaries related to solid waste management systems in our member First Nation communities
- Assist with the preparation of Minor Capital Applications, requests for proposals, and project reports to support client projects
- Assist with the completion of all applications, paperwork, agreements, workplans, budgets, etc., as necessary for Nokiiwin member communities to establish MTSA's with neighbouring municipalities and/or service providers
- Assist in establishing working relationships between industry, neighbouring municipalities and commercial businesses
- Provide our member First Nation communities with technical assistance to build the skills and expertise required to manage their solid waste appropriately, through training and the provision of advisory services as necessary
- Attend various waste management workshops, meetings and forums to ensure best practices are being implemented in our communities
- Analyze and interpret federal and provincial legislation, regulations and guidelines pertaining to environmental matters
- Move forward with identified waste reduction/diversion initiatives and to continue to promote all successful programs while allowing and accommodating any new programs mandated by legislation
- Produce educational materials such as pamphlets, posters, community website postings, etc., on waste management initiatives. Ensure materials are distributed throughout community homes, schools and businesses
- Participate in educational and training opportunities applicable to the position.
- Prepare a work plan and monthly progress reports

Knowledge and Skills:

- Excellent knowledge of federal and provincial legislation and policies that affect First Nation government, and a sound knowledge of contemporary public and private sector operating systems and procedures are required;
- Must be innovative and decisive with high-level organizational, managerial, research and analytical skills;
- Establish and maintain effective working relationships with Nokiiwin member First Nations leadership, staff and members
- Positively promote and maintain the vision, mission and policies of Nokiiwin Tribal Council and the people it supports.



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Related Duties:

- Perform other duties as assigned as related to the position;
- Participate in the development of the goals, objectives, policies and procedures of the Nokiiwin Tribal Council.

Accountabilities:

- Accountable to the Board of Directors, Executive Director, Government and program funders, Professional Certification Bodies or Organizations, staff, member First Nations, their employees and membership;
- All Nokiiwin Tribal Council Human Resource Policy and Procedures to apply.

Working Conditions:

- Work requires local travel and interaction with First Nations, requiring a valid Driver's License and reliable transportation;
- Work may be subject to unscheduled hours;
- Work has a high public profile and considerable public contact;
- High level sensitivity to First Nation issues.

Impact of Error:

Errors and omissions cause a waste or loss of time, and impact financial resources and effectiveness. Failure to analyze properly, diagnose correctly, and negotiate effectively, could result in poor programming and development, including adverse criticism, and consequent lack of credibility for the First Nations and Nokiiwin Tribal Council.

Control:

Subject to policy and direction from by-law or resolution, government legislation, and generally accepted financial policies and management practices.

I have reviewed and understand this job description and the job expectations of me.

Date: _____

Name (Printed) _____

Signature: _____

HR Representative: _____