



Wahnapiatae First Nation

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JOB POSTING

Job Title: Waste Management Superintendent

Location: Wahnapiatae First Nation (WFN)

Term: Full-time, Permanent

Reports To: Lands Director

NATURE AND SCOPE OF POSITION:

The Waste Diversion Superintendent is responsible for the overall operation, administration, and regulatory compliance of the community's waste transfer station and landfill facilities. This position oversees landfill operations and attendants, administers waste diversion programs, coordinates contractors and hauling services, and manages data input, tracking, and reporting related to waste, recycling, and diversion activities. The Superintendent plays a key role in ensuring safe, efficient, and environmentally responsible waste management services for the community.

SPECIFIC RESPONSIBILITIES:

Operations & Facility Oversight

- Oversee day-to-day operations of the waste transfer station and landfill sites.
- Ensure facilities are operated safely, efficiently, and in compliance with all applicable regulations and permits.
- Monitor site conditions, equipment use, traffic flow, and public access.
- Coordinate maintenance of facilities, grounds, and equipment.

Staff Supervision

- Supervise landfill and transfer station attendants.
- Schedule staff, assign duties, and ensure adequate coverage.
- Provide training on safety procedures, customer service, waste sorting, and regulatory requirements.
- Enforce workplace safety standards and policies.

Waste Diversion Administration

- Administer waste diversion programs including recycling, organics, scrap metal, hazardous waste, and special collection initiatives.
- Promote proper waste separation and diversion practices among staff and the public.
- Identify opportunities to improve diversion rates and reduce landfill disposal.

Contractor & Vendor Coordination

- Coordinate with waste hauling contractors, recycling processors, etc.
- Schedule pickups, manage service issues, and verify contractor performance.
- Assist with contract administration, including monitoring service levels and reporting.

Data Management & Reporting

- Manage data input and tracking for waste tonnage, diversion rates, and operational metrics.
- Maintain accurate records required for regulatory reporting, grants, and internal planning.
- Prepare routine reports for management, council, or regulatory agencies.

Regulatory Compliance

- Ensure compliance with environmental, occupational health and safety, and waste management regulations.
- Assist with inspections, audits, and reporting requirements.
- Maintain required documentation, permits, and operational records.

Public & Stakeholder Interaction

- Respond to public inquiries and complaints related to waste services.
- Provide guidance to residents and businesses on proper disposal and diversion practices.
- Represent the Community in meetings with regulators, contractors, or partner organizations as required.

QUALIFICATIONS:

Education & Training

- High school diploma or equivalent required.
- Post-secondary education or training in environmental services, waste management, public works, or a related field is an asset.
- Minimum of 3–5 years of experience in waste management, landfill operations, public works, or a related field. Supervisory experience is required or strongly preferred.
- Experience with waste diversion programs and data tracking/reporting is an asset.
- Working knowledge of landfill and transfer station operations.
- Ability to interpret regulations and ensure compliance.
- Effective communication and customer service skills.

WORKING CONDITIONS:

- Work is performed both indoors and outdoors in all weather conditions.
- Requires walking uneven terrain, standing for extended periods, and occasional lifting of moderate weight.
- Exposure to noise, dust, odors, and waste materials is expected.
- May require availability outside normal business hours for emergencies or operational needs.

How to Apply:

Please forward your cover letter, resume, and three (3) work references by email to recruitment@wahnapietfn.com

Anishinabek and First Nation members are encouraged to apply. We thank all applicants for their interest; however, only those interviewed will be contacted.