

COMPETENCY PROFILE:

# WASTE MANAGEMENT SUPERVISOR

## ROLE OVERVIEW

Waste management supervisors manage a team dedicated to waste management and processing, overseeing the plant's daily activities and logistics. They deal with various hazardous and non-hazardous waste types, which require disposal, recycling, composting, or processing. Given the wide range of waste materials, there's a need for sophisticated and effective systems to manage it all. These supervisors work across the waste industry, including in collection, transfer stations, landfills, recycling and composting facilities, and waste-to-energy projects. Their crucial role is to ensure waste is handled responsibly, efficiently, and effectively.

## ALSO KNOWN AS:

- Waste Supervisor
- Public Works Coordinator
- Wastewater Management Supervisor
- Landfill Supervisor
- Waste Management Advisor or Manager
- Environmental Advisor or Manager

## NATIONAL OCCUPATIONAL CLASSIFICATION:

- 41400 – Natural and applied science policy researchers, consultants, and program officers

## EDUCATION AND EXPERIENCE

- Generally, a high school education or General Educational Development (GED) is essential for foundational skills.
- Three to four years of relevant work experience is essential to understand the operations and challenges in waste management.
- Additional certifications may be required depending on the role. These can include:
  - Wastewater treatment certification for those involved in sewage and wastewater operations.
  - ISO certifications are necessary for operations supervisors who comply with international environmental management standards.
  - Solid waste operator certification is required to manage solid waste collection, transportation, and disposal.
- These certifications ensure knowledge of regulatory, technical, and safety standards and demonstrate a commitment to high-quality waste management practices.

## TECHNICAL



### Waste Management

Supervises and assists in the general day-to-day operations of waste management plants and processes to ensure the whole process remains operational.

- Helps with or takes responsibility for identifying, classifying, and disposing of waste.
- Understands waste categories, profiles, and disposal regulations and can complete waste manifests.
- Coordinates work order requests to avoid backlogs in the waste management process.
- Oversees operational staff (mostly technicians) by managing the workflow and assigning tasks to handle all necessary activities.
- In certain positions, monitors inventory of replacement parts and ensures replacement parts are ordered so that waste management operations can continue without interruptions.
- Records the amount of waste processed to track productivity, manage storage space, and provide relevant updates to management. May also prepare annual waste inventories and production.
- Prepares reports to communicate the activities of day-to-day functions.

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### Personnel Management

Oversees employees to ensure optimal performance, productivity, and employee satisfaction.

- Hires, schedules, trains, evaluates, and oversees staff to build and foster a team. Schedules personnel to cover necessary positions to meet the waste management program goals and improve processes where possible.
- Hires qualified personnel to expand or fill a team of skilled workers.
- Possess leadership skills to explain, oversee, and train personnel.

- Educates employees on their roles, safety protocols, and organizational policies to set clear performance standards. In larger firms, coordinates with a training manager to maintain these standards.
- Supervises and evaluates the performance of waste management personnel to provide constructive feedback and foster growth and personnel development.
- Maintains personnel records to keep track of each employee's performance and measure the team's efficiency.
- Assesses staff for their technical competencies and allocates work accordingly to optimize waste treatment and management.

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## **Equipment Management**

Adheres to policies, principles, and standard operating procedures regarding the operation, maintenance, and calibration of related equipment to ensure its optimal performance and the consistent and safe production of reliable data.

- Follows specific policies, processes, and procedures for using laboratory equipment.
- Performs routine system checks and maintenance and determines the need for repair or replacement of laboratory equipment, as required.
- Performs verification of routine calibration of instruments and equipment per equipment specifications and/or laboratory standards.
- Document equipment maintenance (preventative and corrective) and calibration activities to ensure current records are maintained.
- Adheres to established policies, processes, and procedures when using equipment.

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## **Continuous Improvement**

Participates in initiatives to improve current metrics in safety, efficiency, expected costs, quality levels, and production time to meet customer requirement dates and waste management targets.

- Implements changes from quality initiatives to drive continuous improvement in the organization.
- Responds quickly to identify and resolve quality and rework issues.
- Manages waste management and process controls of critical steps such as regulatory requirements, disposal options, weight and measurement, inventories, time limits, in-process sample testing, and damage control, if required.
- Analyzes waste management results and trends and continuously implements strategies to improve targets.

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## **Document Management**

Coordinates and controls documentation within defined limits of authority per company, industry, and regulatory requirements to ensure information reporting is timely, accurate, legible, thorough, and accessible to authorized personnel as/when required.

- Generates, maintains, retains, and distributes documentation and reports on operational activities and results, as required.

- Compiles, initiates, sorts, and analyzes production performance records and data.
- Review documentation to ensure regulatory compliance.
- Ensures confidentiality requirements are met.
- Maintains and logs all data sheets of production operations.
- Ensures that data integrity is maintained (for audits, decision-making, etc.).



## Collaboration

Engages in professional collaborative efforts with other team members, including sharing information and expertise, utilizing input from others, and recognizing others' contributions to improve the operation of waste management programs.

- Coordinates and/or supervises maintenance work and repairs as necessary to ensure that waste management systems operate effectively.
- Engages with internal and external stakeholders, including employees, community members, and regulatory agencies, to promote waste management practices and address concerns or inquiries.
- Establishes and upholds strong working relationships with stakeholders, individuals, agencies, and the public to promote cooperative partnerships and enhance the effectiveness of waste management systems.
- Share feedback from stakeholders and senior management with waste management staff to ensure transparency in work performance and expectations.

## Communication

Positively directs outcomes by delivering communication that results in a better understanding of goals and objectives, captures interest, and gains support for immediate action.

- Communicates skillfully, written and verbal, to deliver training and convey site requirements to supervised employees.
- Effectively communicates environmental and regulatory requirements to all staff to ensure the expectations are understood.
- Completes written reports to provide updates on progress and findings or propose changes to the operationalization of waste.
- Participates in developing and maintaining effective working relationships with stakeholders, impacted groups, and Indigenous groups to incorporate diverse perspectives of waste management and the environment.
- Promotes and encourages open communication and sharing of ideas and feedback amongst team members to create a collaborative working environment.
- Manages ongoing communication with all parties to provide routine updates.

## Leadership

Encourages, organizes, and fosters the potential of a team to work collaboratively and effectively together to reduce organizational pollution and contaminants.

- Coordinates and leads regulatory and environmental management training for personnel to ensure shared standards and awareness.
- Incorporates feedback and ideas from supervised staff to ensure the best approach.
- Inspires team and facilitates their strengths to work towards waste management and the environment.
- Monitors and evaluates employees' output to reward high achievers and foster growth and development among all supervised employees.
- Builds relationships with all departments on-site to foster a culture of environmental awareness and responsibility guided by leadership.



## Regulatory Compliance

Adheres to specific waste management-related regulations, codes, and legislation within a defined jurisdiction to ensure the health and safety of others and the environment.

- Ensures staff are aware of regulatory requirements to promote site-wide compliance.
- Undertakes regular site inspections to ensure compliance with policies and regulations and collaborates with department managers to implement recommendations and corrective actions based on findings.
- Supports internal and external reporting to meet the environmental permit and regulatory requirements.
- Ensures that standards of practice are followed.

## Health, Safety, and Environment (HSE) Compliance

Conducts inspections, oversight of remedial action, and reporting to ensure that the operation complies with internal and external HSE requirements.

- Ensures all staff have proper training and understanding of the equipment they will be using.
- Identifies, investigates, corrects, and documents potential environmental and safety concerns and issues to ensure the safety of workers and the environment.
- Supports the organization in meeting HSE regulatory reporting and permit requirements to avoid compliance-related disruptions to the operation.
- Follows safeguards and best practices and aligns with the organizational health and safety plan to ensure the safety of all team members.
- Documents all workplace incidents and accidents to ensure hazards are identified, assessed, and reduced.

## Emergency Response Management

Communicates company and regulatory Emergency Response Plan (ERP) expectations to confirm the understanding and preparedness of all workers and contractors for ERP to ensure a quick, safe, and effective response in an emergency.

- Confirms ERP is suitable for potential emergency scenarios at a specific worksite or project (e.g., fire, spill, release, etc.).
- Coordinates site logistics, resources, and emergency management activities during the initial phase of an incident until additional expertise arrives.
- Provides emergency response information in the case of an emergency.
- Logs incident activities and documents results of exercises and incident events.
- Participates in debriefing and ERP improvement activities.



## Hazard Assessment and Identification

Conducts field-level risk assessments, as required, using a structured method for evaluating risks to determine the probability that an event/incident may happen and the amount of damage (harm, impact, severity of consequence) that can be caused to prevent or lessen the probability of a severe incident.

- Confirms hazard assessments and adequately documents risk potential, control, and mitigation.
- Verifies that all affected parties, including psychosocial hazards, clearly understand the risks.
- Evaluate and apply available control and mitigation strategies once hazards have been identified.
- Identifies when additional authorities or resources are required to deal with out-of-scope activities.
- Ensures that all hazardous materials present in the workplace are identified, labelled, and stored according to regulations such as Workplace Hazardous Materials Information System (WHMIS).
- Ensures that safety data sheets are readily available for all hazardous materials present in the workplace.

## Environmental Management

Implements company-established systems and processes with good stewardship practices and ensures that environmental controls (e.g., emissions, noise, water quality, fire breaks, etc.) are being used to ensure compliance with set obligations and regulatory conditions.

- Monitors compliance with site environmental management plan and footprint provisions.
- Communicates site environmental expectations and restrictions to ensure all workers are on the same page.
- Monitors spill prevention, control, and clean-up activities to ensure that damage is contained.
- Tracks and reports environmental events (regular and unplanned) to meet compliance requirements.
- Performs verbal and documented reporting, as required, to keep track of all necessary factors.
- Records emissions (if required) to meet compliance requirements and keep track of air pollution.