Regional District of
Kitimat-Stikine

300-4545 Lazelle Ave
Terrace, B.C. V8G 4E1
Tel 250-615-6100
Fax 250-635-9222

Come for the Outdoor Adventure and Stay for the Job!

The Regional District of Kitimat-Stikine is pleased to announce they are searching for a permanent full-time **Solid Waste Manager** to join their dedicated team. This position offers a salary range of $103,485.20 to $118,791.40 depending on experience, a pension, and a full range of benefits.

If awe-inspiring, natural scenery and breathtaking views are what you crave, then the Regional District of Kitimat-Stikine (RDKS) is your place. This area is renowned for its world-class fishing and outdoor adventure opportunities, including a ski hill, sledding, skating, heli-skiing, an 18-hole golf course, hiking, and mountain biking trails. The area offers quality advanced education opportunities with both Coast Mountain College and the University of Northern BC satellite campus. There is also a well-developed arts and cultural community, recreation facilities and library. Terrace, where the role is located, is the regional retail and service hub for the northwestern portion of British Columbia. The opportunity for adventure is endless in any season. The Kitimat-Stikine region is the traditional homeland of the Tahltan, Nisga'a, Gitxsan, Wet'suwet'en, Heiltsuk, Tsimshian, and Haisla Nations. Spanning a geographic area of 110,000km² the RDKS is home to almost 40,000 people and includes the five incorporated municipalities of Terrace, Kitimat, Stewart, District of New Hazelton and the Village of Hazelton.

Purpose Statement:

The Solid Waste Manager oversees the safe, efficient, cost effective and quality delivery of the Solid Waste Management program that currently includes: three solid waste management facilities, two landfills, three transfer stations, multiple diversion programs, and waste collection services. Is responsible for the effective management of operations, capital and solid waste budgets - totaling over $5 million. Provides contract administration and compliance on landfill, recycling and waste hauling.

Direct Reports:

The Solid Waste Manager supervises all staff within the Solid Waste team, including environmental staff:

- Solid Waste Facilities Supervisor
- Solid Waste Services Coordinator
- Zero Waste Coordinator
- Environmental Services Supervisor
- Environmental Technologist

Major Duties and Responsibilities:

- Oversees in the development of long and short-term service and facility plans for solid waste services, with Board, municipal and community input.

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- Oversee the RDKS Solid Waste Management Plan.
- Oversees in the preparation of solid waste construction and operating contracts; advises on the selection of facility operators.
- Oversees solid waste facilities to ensure compliance with environmental standards and operations contracts.
- Responsible for the assignment, delegation and division of tasks to Solid Waste department members.
- Manages all aspects of staffing for the solid waste department; including recruitment and selection, scheduling, supervision, coaching and developing, performance management and all other human resource management practices.
- Ensures compliance with relevant standards and regulations; applies knowledge and expertise to assess trends and monitor changes in legislation relating to the provision of environmental services.
- Review and provide feedback on all staff generated documents and reports.
- Provide support to staff with managing facility operational contracts.
- Final review of the facility data and requirements, ensuring compliance with Provincial authorizations.
- Oversee diversion programs and Stewardship contracts and curbside collection contract.
- Oversee the Solid Waste Management Plan development and oversee and assist with the implementation of the developed strategies and feasibility studies.
- Prepare Board reports, updates, and present to the Board on solid waste related topics.
- Generate and oversee the generation of the departments safety documentation, policies, and procedures.
- Builds and maintains strong working relationships with staff, as well as a wide range of external stakeholders; including Provincial and Federal ministries, First Nations, regulatory agencies, consulting groups, community groups, member municipalities and committees.
- Prepare long term forecast for landfill expansion and closure projects.
- Approval of staff training and conference requests, as well as staff department purchases.
- Ensure solid waste related bylaws are administered, oversee any required amendments.
- Manage and address facility non-compliance reports from the Ministry. Submit required non-compliance reporting.
- Complete authorization updates, edits, and refreshes.
- Review facility related reports, manuals and plans.
- The Solid Waste Manager will perform other tasks as assigned.

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Working with others:

- Within the Regional District, the Solid Waste Manager will work closely with the Department Director, the Utilities and Project Manager, and the Finance Department, and on occasion the Planning Department.
- The Solid Waste Manager will be in contact with contract representatives, consultants, commercial entities, member-municipalities, Provincial and Federal ministries, and residents of the many communities within the Regional District.

Skills and Abilities:

- Decision Making - Obtains information; identifies key issues and implications to make informed, objective decisions.
- Communication - Provides regular, consistent and relevant information to others and ensures appropriate individuals are informed; listens carefully to others, asks questions or clarification and responds thoughtfully; communicates in a clear and concise manner using appropriate content, style and method of communication to suit the needs of the individual or audience.
- External and Organizational Awareness - Identifies and understands how internal and external issues (e.g. economic, political, social trends) impact the work of the Regional District.
- Judgment and Problem Solving - Demonstrates independent and sound judgment in an abstract environment to make decisions independently or collaboratively.
- Influencing and Negotiating - Uses persuasion to gain the support and cooperation from stakeholders, superiors, colleagues, subordinates and other parties to achieve a desired course of action consistent with the Regional District of Kitimat-Stikine's goals and objectives.
- Professional Integrity - Displays and promotes conduct and behaviours consistent with the Regional District standards.
- Leadership - Assumes responsibility for establishing clear team vision, goals and objectives; supports and motivates the delivery of high performance; enables direct reports in capacity and career development.
- Occupational Health and Safety - Applies knowledge of occupational health and safety principles and practices at the Regional District.
- Customer Service - Demonstrates a commitment to public service, serves and satisfies internal and external customers, holds themselves accountable for quality outcomes.
- Relationship Building and Management - Develops and maintains effective relationships with others, relates well to people from varied backgrounds and in different situations, show understanding, courtesy, tact, empathy and politeness.
- Ability to delegate tasks and supervise staff members.
- Excellent project management skills, as well as a high degree of ability to plan and prioritize to keep several projects and deadlines on schedule.

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- Ability to review, understand and administer contracts.

Specific Training and Experience:

- Post-secondary diploma or degree in environmental studies, or a related discipline.
- Five years of related solid waste experience, with a minimum of two years at a supervisory level. Preferably in a local government setting where dealing with provincial regulation was a feature of the role.
- Certification from Solid Waste Association of North America (SWANA), Manager of Landfill Operations (MOLO), or commitment to achieve certification is required.
- A high degree of knowledge of solid waste management practices and trends and applicable waste resources and technology, including composting, leachate capture and treatment, transfer station operation and curbside collection programs.
- Landfill Gas Operations and Management (SWANA), or the commitment to achieve certification is required.
- Extensive knowledge of provincial environmental and waste management regulations, and local bylaws.

Financial Responsibilities:

- Prepare and manage the solid waste annual and five-year budgets including operational and maintenance costs and capital projects.
- Track and monitor department expenditures.
- Manage and approval of invoices related to solid waste operations.

Work Environment:

- The Solid Waste Manager will primarily work in the office, however regular trips to facilities for inspections will be required.
- Will be required to travel for stakeholder meetings and functions.
- Overnight travel on occasion.

Physical, Mental and Visual Demands

- Must be comfortable working outside during adverse weather conditions, with unpleasant odours, and sights.
- Must be comfortable driving long hours to travel to more remote facilities.

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Required Licenses/Certifications

- Class 5 B.C. Driver's license.
- Preference will be given to applicants with professional designation.

Please submit your cover letter, resume and references by mail or email to the Regional District of Kitimat-Stikine by 9:00 a.m. on Monday, November 30, 2026. We appreciate your interest when applying and advise that only candidates under active consideration will be contacted.

Director of Administration/Human Resources
Regional District of Kitimat-Stikine
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